

Administration Officer – Workplace Health, Safety and Wellbeing Coordinator – A05

The Workplace Health, Safety and Wellbeing Coordinator:

- Assists school-based Workplace Health and Safety Advisors and other school staff by providing advice and guidance to maintain and improve health, safety and wellbeing at the school, through the delivery of relevant activities.
- Manages and continuously improves the local implementation of the department's Health, Safety and Wellbeing Management System (HSWMS) to ensure compliance with relevant legislation and industry best practices.
- Reports to the Principal for operational and administrative matters and to the Principal Consultant, Organisational Safety and Wellbeing in Central Office, for coaching and support on all professional practice matters.

The role is responsible to

- Provide leadership, guidance and advice regarding health, safety and wellbeing.
- Communicate, consult and collaborate with school staff, regional health, safety and wellbeing staff, and the business unit, regarding the implementation of the department's HSWMS and promotion of health, safety and wellbeing initiatives.
- Facilitate and assist in
 - Incident reporting, review, investigation and close out.
 - Hazard identification and risk assessment(s) for the school to ensure the safety of staff, students, contractors and visitors.
 - The development or refinement of a school-based risk register.
 - Supporting the School to hold Health, Safety and Wellbeing Committee meetings every term and undertake associated tasks and actions, ensuring updates on relevant activities and data trends are provided including supporting employees to undertake relevant actions.
 - Identifying, making early referrals and coordinating early intervention services for staff with identified health concerns that may be impacting their fitness for work.
 - Oversee the school's compliance with regulatory health, safety, and wellbeing matters such as emergency response plans.
 - The development and monitoring of staff wellbeing action plans and initiatives.
 - Support school leaders to ensure the required health, safety and wellbeing roles are in place within the school and that this information is kept current on site and within the MyHR WHS module.
 - Collate, analyse and report local health, safety and wellbeing data and statistics.
- Partner with health, safety and wellbeing staff at the school to facilitate and assist in the completion of the annual safety assessment.
- Facilitate attendance and/or assist in the identification, preparation and delivery of health, safety and wellbeing training and awareness for school employees. This includes inductions, awareness packages and supporting the principal to ensure mandatory training is undertaken.
- Provide advice and support on ensuring health, safety and wellbeing records are accurate and current and that confidential information is only circulated as permissible and stores in a secure location to maintain privacy.
- Prepare correspondence, reports and submissions related to health, safety and wellbeing.
- Establish and maintain effective networks and professional relationships with other Coordinators across the state to exchange information and share learning experiences.
- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.
 - Vehicle fleet management.
 - Rehabilitation and WorkCover supports.

Competencies

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments.

- Makes insightful decisions, makes considered, ethical and courageous decisions based on insight into the broader context.

This results in:

- Develops and mobilises talent – strengthens and mobilise the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism, persistence and transparency.

Accountability:

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing are promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance
- Maintains a high standard of practice through governance and risk management.

Qualifications

There are no mandatory qualifications for the position, however it would be highly desirable for the coordinator to possess

- Certificate IV, Diploma or higher in Workplace Health and Safety and have previous experience in Rehabilitation and Return to Work.
- Holds a current Working with Children Check clearance (blue card) issued by Blue Card Services.
- Possesses a current drivers' licence.
- Are willing where required to work across several locations.
- Able and willing to travel and have overnight absences from base if required.

