

JOB DESCRIPTION

TITLE OF POSITION	Work Health & Safety Advisor
CLASSIFICATION LEVEL	Lutheran Care Level 5
PROGRAM	People & Culture
LOCATION	Adelaide

OVERVIEW

Lutheran Care provides community services on behalf of the Lutheran Church in South Australia and Northern Territory through a range of programs. We support communities through responding to the needs of individuals and families, community development, learning opportunities, accommodation and disability support. Current programs include emergency relief, financial counselling, family support and education, foster care, housing and family shelter, refugee services and NDIS disability services support (South Australian only). Lutheran Care is committed to reducing barriers encouraging inclusion and participation in the community of people all ages, genders, Lesbian, Gay, Bi-Sexual, Transgender, Intersex and Queer (LGBTIQ) people, Aboriginal and Torres Strait Islander (ATSI), culturally and Linguistically Diverse (CALD) backgrounds and those with a disability.

ROLE SUMMARY

The Work Health and Safety Advisor ensures the effective implementation of the Work Health & Safety program that supports the operational requirements of Lutheran Care in South Australia and the Northern Territory.

The aims and objectives of this role are to provide a range of specialist and consulting services to support the development, implementation and maintenance of health and safety systems and governance to ensure the on-going compliance of Lutheran Care with all relevant health and safety legislative, regulatory and incident response requirements. Working closely with the Senior WHS Advisor, the Work Health & Safety Advisor will provide advice and support on a broad range of health, safety and wellbeing matters whilst driving WHS legislative obligations in accordance with current legislation.

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REPORTING RELATIONSHIPS AND ACCOUNTABILITY

The Work Health and Safety Advisor reports to the Senior Work Health & Safety Advisor.

SPECIAL CONDITIONS

Any offer of employment is subject to;

- A current and satisfactory Department of Human Services Working With Children Check
- A current and satisfactory National Criminal History Check
- A current and satisfactory NDIS Worker Check
- A current and unrestricted Australian Driver's Licence and the ability and willingness to regularly drive in the course of your employment
- Possession of a registered and roadworthy vehicle available for work use (employees reimbursed for work travel)
- Work from and regularly travel to various LC sites as required
- Availability for some out of ours work, including interstate travel to NT and overnight stays as required
- Evidence of COVID-19 vaccination (1st & 2nd dose)

CORE BEHAVIOURS/ RESPONSIBILITIES

ROLE:	LC STAFF RESPONSIBILITIES AND DUTIES:
LC Culture	<ul style="list-style-type: none"> ▪ Model ethical behaviour and practice consistent with the Christian ethos of LC as outlined in the Code of Conduct and stated values. ▪ Adhere to and support LC's policies and procedures. ▪ Comply with Professional Codes of Practice

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Teamwork	<ul style="list-style-type: none"> ▪ Contribute to maintaining a supportive team environment by communicating with team members, staff and volunteers in a positive and encouraging manner. ▪ Support LC's senior management team's decisions and ensure that instructions are carried out. ▪ Alert the program manager to any emerging issues or critical incidents that may impact upon the growth, stability and sustainability of the relevant program/work area(s). ▪ Attend and actively participate in regular team meetings and forums as required. ▪ Report to the supervisor as required.
Work Health and Safety	<ul style="list-style-type: none"> ▪ Maintain a safe and healthy workplace, identify and act upon potential workplace hazards and identify and implement procedures to manage and minimise risks within your team environment. ▪ Promote and adhere to LC's Work Health and Safety guidelines.
Resource Management	<ul style="list-style-type: none"> ▪ Monitor financial reports, expenditure and budget to meet budgetary requirements. ▪ Maintain records of activities as required for accountability purposes. ▪ Manage resources and risks efficiently and effectively. ▪ Work within established or negotiated financial and time constraints
Continuous Improvement	<ul style="list-style-type: none"> ▪ Contribute to the delivery of high-quality services. ▪ Understand and support continuous quality improvement in LC.

CORE BEHAVIOURS/RESPONSIBILITIES

ROLE	RESPONSIBILITIES AND DUTIES SPECIFIC TO THE ROLE:
Compliance	<ul style="list-style-type: none"> ▪ Develop an organisation wide Safety Management Framework to drive alignment of site-specific safety management systems. ▪ Develop and implement WHS and Injury Management policies, guidelines, procedures and programs to support the effective implementation of WHS and Injury Management practices ensuring compliance with WHS & RTW SA legislation, standards and codes of practice.

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	<ul style="list-style-type: none"> ▪ Provide specialist advice and guidance to key stakeholders on all WHS and Injury Management matters in order to support the development of a healthy and safe work environment for all employees and volunteers, including educating on responsibilities and accountabilities for WHS. ▪ Prepare reports and statistical information for the leadership team and committees as required in order to inform on WHS issues, compliance with legislation, introduction of any new procedures and opportunities for continuous improvement in safety practices. ▪ Develop, action and review WHS action plans that enable business units to meet compliance. ▪ Conduct WHS research and analyse complex data, issues and trends, and provide relevant advice to leadership with the aim of informing appropriate preventative strategies. ▪ Engage with relevant authorities and regulatory bodies to maintain a high level of WHS & Injury Management competency and best practice approaches, ensuring all worksites meet current safety standards. ▪ Ensure accurate information is collected and stored appropriately.
Strategic Management	<p>In consultation with the Senior WHS Advisor:</p> <ul style="list-style-type: none"> ▪ Manage internal and external WHS strategic projects to meet objective and timeframes. ▪ Identify and plan initiatives for improving organisational service delivery practices. ▪ Contribute to all aspects of WHS planning including providing advice and support. ▪ Identify, evaluate and monitor WHS issues across LC programs, including undertaking risk assessments and implementing strategies to eliminate or minimise the risks ▪ Assist and/or conduct investigations as required.
Operational Support	<ul style="list-style-type: none"> ▪ Provide professional advice, expertise, training and education to managers, supervisors and staff in regards to WHS and Injury Management (IM). ▪ Coordinate and manage workplace inspections, as well as the annual hazard and systems audits. ▪ Work with services to implement an effective WHS & IM culture
WHS Committee	<ul style="list-style-type: none"> ▪ Organise and convene WHS committee meetings. ▪ Create WHS committee meeting agenda, topics and meeting minutes ▪ Ensure actions from WHS committee meetings are actively pursued and actioned ▪ Maintain WHS risk, hazard and incident register to present at WHS committee meetings ▪ Provide reports as required, including a monthly WHS & IM report for the Senior WHS Advisor.

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<p>Education & Training</p>	<ul style="list-style-type: none"> ▪ Identify safety training needs, and in partnership with the People & Culture team develop and deliver appropriate training, as required, in relation to relevant legislative compliance and effective safety practices. ▪ Advocate for the facilitation of work health and safety procedures and programs through mentoring and coaching staff. ▪ Engage with employees and management on health and safety issues and programs, communicate and promote effective health and safety practice. ▪ Coordinate and ensure LC sites are aware of and understand their WHS obligations.
<p>Communication</p>	<ul style="list-style-type: none"> ▪ Develop and maintain relationships with key internal stakeholders to ensure local initiatives are aligned to Lutheran Care's strategic objectives and WHS strategies. ▪ Identify and develop key strategic relationship networks to achieve goals, and improve outcomes for clients and service delivery methods. ▪ Communicate effectively to engage and establish rapport with clients and team members. ▪ Promote, facilitate and model positive collaboration between agencies and sectors. ▪ Alert the Executive Manager to any emerging issues or critical incidents that may impact upon the organisation.

PERSON SPECIFICATION

REQUIRED QUALIFICATIONS, SKILLS, KNOWLEDGE, EXPERIENCE AND ABILITIES

- Minimum Certificate IV qualifications in Work Health & Safety / Risk Management, tertiary qualification will be highly regarded.
- At least 3 years' experience working in a similar environment.
- Have a solid understanding of WHS legislation and WHS systems management.
- Experience as a Claims Specialist, Rehabilitation Consultant, Return to Work Consultant or Injury Management Advisor.
- Strong knowledge of the SA Return to Work legislation.
- Knowledge of injury management, claims management and case management systems.
- Well-developed people management skills that encourages staff to perform at optimum levels without compromising on standards.
- Extensive computer skills including the ability to use MS Word, PowerPoint and Excel.
- Excellent written & verbal communication skills.

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- Experience in risk assessment and workplace inspections.
- Experience in the development, implementation and continuous improvement of WHS management systems.
- Ability to analyse, review and improve operational processes.
- Demonstrated ability to lead and motivate work groups to ensure WHS initiatives are delivered and development opportunities are identified.

ATTRIBUTES THAT ARE DESIRABLE, BUT NOT ESSENTIAL

- Experience in coordinating and facilitating various types of WHS training to different levels within an organisation.
- Certificate IV qualification in Workplace Training and Assessment.
- Experience of working within the context of a not-for-profit community organisation.
- Knowledge of NDIS practices.

ACKNOWLEDGEMENT:

Staff will be consulted over major changes to their position descriptions, however, duties and responsibilities may vary from time to time to maintain “Best Practice” standards of service delivery. You may be assigned other duties as reasonably requested within your level of skills and qualifications.

I have received, reviewed and fully understood the job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee: _____ Witness: _____ Date: _____

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