

Position Title: Health and Safety Advisor

Campus: Ballarat

Directorate: People and Culture

Department: Health, Safety and Wellbeing

Reporting to: Manager Health and Safety

Direct Reports: Nil

Appointment Terms/Conditions:

Classification and Code: Admin Grade 4 (HS4)

Enterprise Agreement: Health and Allied Services, Managers and Administrative Workers (VPS) Enterprise Agreement

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at www.grampianshealth.org.au

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over \$700m.

Collaboration	Compassion	Accountability	Respect	Innovation
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

To provide support and advice to operational directorates on development and implementation of safe work areas and effective systems and process to enable positive health, safety and wellbeing outcomes.

To provide support and advice to managers and employees through ongoing site support, education and training; and to promote and instil a proactive and positive safety culture.

KEY ACCOUNTABILITIES

- Provide high quality advice to directorates and areas on operational aspects of Health, Safety and Wellbeing (HSW)
- Provide direct support, information and advice to HSW committees, Nominated Management Representatives and Health and Safety Representatives
- Provide subject matter expertise to areas of the organisation and to the HSW team to improve outcomes
- Maintain oversight of HSW incidents and understand their relationship to corporate and directorate HSW risk registers
- Oversee compliance based activities and ensure register and reporting requirements are met
- Deliver training, education and information session within subject matter expertise for staff and volunteers across Grampians Health
- Lead and or contribute to investigation processes and with high quality reports delivered as an outcome
- Contribute to the development of HSW documents to continuously improve the health and safety management system and its operational understanding
- Extract and analyse data from HSW systems
- Develop detailed reports, including risk assessment reports, to inform decision making
- Undertake and contribute to HSW projects

KEY SELECTION CRITERIA

Qualifications and experience

ESSENTIAL:

- Minimum Certificate IV in Work Health and Safety (BSB41419) or related discipline and/or substantial experience within the health and safety profession.
- Certificate IV in Training and Assessment (TAE40116) or equivalent and/or experience in designing, coordinating, delivering and evaluating training programs/tools.

DESIRABLE:

- Experience in the health care setting

Technical/Professional Knowledge and Skills

ESSENTIAL:

- Demonstrated experience in initiating and managing safety projects
- Experience in workplace safety and incident investigation

- An ability to apply the general principles of identification and control of hazards across multidisciplinary environment and advise stakeholders of obligations

DESIRABLE:

- Advanced skills in data analysis and reporting writing

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The

performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.