



POSITION DESCRIPTION

POSITION TITLE	Work Health and Safety Manager
REPORTS TO:	Human Resources Manager
REPORTING TO THIS POSITION:	TBC
DEPARTMENT:	Diocesan Finance and Employee Services
CLASSIFICATION:	Grade D Step 4

APPROVAL:

Name:	Jasmin Greer	Approval Date:	03-12-2020
Position:	Executive Director – Diocesan Finance and Employee Services		

1. CATHOLIC DIOCESE OF CAIRNS

The Roman Catholic Trust Corporation for the Diocese of Cairns (“RCTC”) is incorporated pursuant to letters patent issued under the Religious, Educational and Charitable Institutions Act 1861. The RCTC’s purpose is to carry out the mission and objects of the Catholic Diocese of Cairns (“Diocese”).

Geographically, the Diocese serves Far North Queensland, extending from Cardwell to the Torres Strait, and west to the Northern Territory border. The Diocese has 23 parishes and is responsible for the provision of a range of regional services under the pastoral care and leadership of the Bishop of Cairns. Services provided by the Diocese include education, welfare, childcare, pastoral care, outreach and other central services. The Diocese also has other connections with various ministries and Catholic groups within the Diocese.

The Bishop has executive power over the Diocese which he exercises personally and through the Moderator of the Curia, the Vicar General and Vicar for Clergy.

2. MAIN PURPOSE OF THIS ROLE

The Work Health and Safety (WHS) Manager is responsible for the development, implementation and continuous improvement of a WHS Management System required to meet statutory and organisational objectives. This position will provide leadership, strategy, direction and advice, working in close consultation and collaboration with internal and external stakeholders. This includes implementing and developing a WHS Management System, health and safety policies and procedures, advice, guidance and leadership within health, safety, wellbeing and rehabilitation management to employees and volunteers. The provision of inspections, site auditing and WHS training at nominated diocesan facilities and the provision of regular feedback to the line manager concerning relevant issues, trends, gaps and WHS performance is a significant component of the position.

3. MANDATORY QUALIFICATIONS AND POSITION REQUIREMENTS

1. Tertiary qualifications in a related discipline with significant focus on WHS; and/or equivalent level of expertise gained from a combination of extensive experience, training, professional accreditation and qualifications.
2. Demonstrated experience in senior position responsible for compliance with AS/NZS ISO 45001:2018 or AS/NZS 4801:2001 and other quality standard frameworks related to compliance and safety systems.
3. An extensive breadth of understanding of workplace hazards and the detailed principles of their identification and analysis, along with understanding of risk management and its application in a diverse setting.

4. Detailed knowledge of model Work Health and Safety laws, along with knowledge and experience in emergency and critical incident management.
5. Ability to lead a small WHS team and assist with undertaking human resource functions.
6. Demonstrated ability to provide leadership and advocacy in WHS matters and to champion safe behaviours.
7. Highly effective negotiation, written and oral communication skills and the ability to resolve complex issues.
8. Ability to work autonomously with well-developed organisational, time management and administrative skills while also being able to work effectively as part of a team.
9. As a genuine occupational requirement, the successful applicant will require a willingness to embrace the Catholic ethos.
10. A valid Positive Notice Blue Card– No Card, No Start laws apply.
11. Current unrestricted QLD Drivers Licence.

Desirable

1. Knowledge of food safety programs and compliance.
2. Knowledge of the National Quality Standard (NQS) in relation to early childhood education and care and outside school hours care services in Australia. Specifically Quality Area 2 – Children's health and safety and Quality Area 3 – Physical environment.
3. Knowledge of the Human Services Quality Framework.
4. Knowledge of NDIS Quality and Safeguards Commission.
5. Current Building Fire Safety Advisor qualification.
6. First Aid qualification.
7. Rehabilitation and Return to Work Coordinator qualification.
8. Certification with Australian Institute of Health and Safety.

4. PRIMARY DUTIES AND RESPONSIBILITIES OF THIS ROLE

The primary duties and responsibilities of the Work Health and Safety Manager are as follows:

Strategic Management

- Identify, develop, and implement a WHS Management System to assist in the systematic management of WHS compliance required to meet organisational objectives.
- Design and implement an overall risk management process for the organisation, which includes an analysis of the financial impact on the organisation when risks occur.
- Integrate WHS with other business systems to ensure coverage of risk management, incident management, audits and inspections, chemical management, reporting and policies and procedures.
- Develop WHS Operational Plans in consultation and collaboration with management and monitor progress to ensure achievement of objectives and targets.
- Be the primary source of WHS expertise and provide regular advice to management and officers of the PCBU.
- Raise awareness of WHS objectives and ensure WHS goals are distributed, understood, monitored and measured.
- Stay informed on contemporary resources related to WHS legislation, issues and professional practice.
- Consciously create a workplace culture consistent with Diocesan objectives and WHS best practice.
- Work collaboratively with Catholic Education Services WHS.

Inductions and Training

- Oversee and improve safety induction processes and resources for new employees and contractors (if applicable).
- Provide training and support to line managers to enable them to carry out identified WHS training.
- Prepare and deliver training materials responding to organisational requirements.
- Provide regular warden training to meet legislative requirements.

Injury and Incident Management

- Assist the Diocesan Human Resources Services team with the provision of prompt and appropriate support for any injured employee including medical attention, notification, investigations and corrective action requirements.
- Support the development and coordination of rehabilitation systems and return to work plans.
- Support management of critical incidents and ensure appropriate procedures are applied in managing emergencies.
- Ensure legislative requirements are met in the development and implementation of emergency management and evacuation plans.

First Aid

- Develop procedures to ensure compliance with the First aid in the workplace Code of Practice 2014 within nominated diocesan facilities.

Record Keeping and Reporting

- Embed utilisation of WHS Management System for WHS record keeping and compliance.
- Receive and maintain records of all WHS related incidents within nominated diocesan facilities, and work to improve incident notification channels and timeframes.
- Maintain incident, maintenance, risk and hazard reports and registers.
- Provide monthly statistics to management covering all WHS related incidents and corrective actions.

Audit and Inspections

- Develop and maintain an Audit Schedule compliance with relevant standards and conduct WHS audits and site inspections at nominated diocesan facilities.
- Develop and maintain a Risk Assessment schedule including the analyse of current risks and identifying potential risks that are affecting the organisation.
- Performing a risk evaluation: Evaluating the company's previous handling of risks, and comparing potential risks with criteria set out by the company such as costs and legal requirements
- Report of findings and non-conformances to site management in an expeditious manner.
- Provide practical advice and 'hands-on' assistance to management on how to address non-conformances and assist in addressing WHS systems and procedures.
- Support nominated employees to undertake internal audits and inspections.
- Escalate notifiable or high-level concerns to the line manager or Executive Director as soon as practicable.

WHS Committee

- Support WHS committee operations at nominated diocesan facilities through the dissemination of expertise /specialist advice relating to WHS issues.
- Attend WHS committee meetings when required.

Wellbeing

- Work collaboratively with the Diocesan Human Resources Team in the development and implementation of Wellbeing activities and resources.

Evaluation and Continuous Improvement

- Develop and maintain a review schedule of WHS policies, procedures and other quality documents.
- Assist in the development of streamlined evaluative measures and processes, to inform WHS development and planning.
- Maintain records and compile statistics accurately and in a format suitable for the preparation of reports.
- Identify and provide regular feedback to the line manager with regards to relevant issues, trends, gaps and

performance within the organisation.

- Participate and prepare for supervision and annual appraisal meetings.
- Participate in and contribute to team meetings, training and planning activities, service evaluation and quality assurance activities.

Undertake other duties as directed by those authorised to give such direction, within the scope of expertise and training.

5. CORE COMPETENCIES & INTERPERSONAL SKILLS

This position requires the following personal and interpersonal skills in the course of the duties:

- Demonstrated ability to communicate and engage effectively with a diverse range of stakeholders.
- An intimate knowledge of WHS related legislation, and their application within diverse workplaces.
- Excellent organisational skills with the ability to prioritise effectively to meet deadlines.
- Attention to detail and commitment to accuracy.
- Capacity and willingness to acquire new skills.
- Desire to participate in agreed training programs.
- Friendly and flexible team player.

6. KEY RELATIONSHIPS

Including but not exclusive of:

External

WorkSafe/WorkCover Queensland
Cairns Regional Council
Preferred Contractors Departments

Internal

Diocesan Clergy
Diocesan Finance and Employee Services
Centacare FNQ
Catholic Early Learning and Care
Other Diocesan Agencies
Parish Staff
State and National Church Personnel
CES WHS Manager
CES Injury & Illness

7. KEY PERFORMANCE INDICATORS

1. Work plan objectives attached to the position are met.
2. You have successfully implemented a functional WHS Management System.
3. Positive feedback is received on the quality of own leadership and management style.
4. You have successfully met the WHS audit schedule requirements.
5. You have actively participated and contributed to WHS planning and implementation processes.
6. You have effectively completed all administrative functions of the role including maintenance of the risk, hazard and incident registers.
7. You have a working understanding of relevant diocesan facilities and have ensured WHS compliance is met and maintained.
8. Adherence to Diocesan policies and procedures specific and relevant to the role.
9. Compliance with Work Health and Safety Policy and Procedures and instructions provided in respect to the Health and Safety of yourself and other persons.

10. DECISION MAKING / AUTHORITY LEVEL

Budget Accountability: To be set annually as per the organisation's budget process

Authority to approve expenditure outside of approved budget without further approval: \$2,000

Unbudgeted expenditure level: \$5,000 for emergency expenditure only

This position also has the authority to:

- Authorise expenditure in accordance with approved budgets or line manager authorisation

This position also has:

- Access to sensitive information as approved
- Access to physical areas and other information as detailed in attachment 1 – Access and authority record (to be updated at least annually).

11. ADDITIONAL REQUIREMENTS

- A commitment to the mission and objectives of the Catholic Diocese of Cairns.
- A Non-smoking Policy is effective in all Cairns Catholic properties and motor vehicles.

12. EMPLOYEE ACCEPTANCE

Statements included in this description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive. All employees are required to carry out all duties in accordance with policies and procedures of the Catholic Diocese of Cairns, and relevant agreements and to act at all times with integrity and professionalism.

I note that Position Descriptions are under periodic review, and may be changed, after consultation, at any time. I have read this Position Description and agree to carry out the duties and responsibilities as outlined above.

Signed

Date