
ROLE DESCRIPTION



Catholic Education Office, Diocese of Ballarat

POSITION TITLE:	OH&S Coordinator
REMUNERATION SCALE:	As per the Victorian Catholic Education Multi-Enterprise Agreement 2018, commensurate with relevant experience and qualifications. Access to salary packaging.
REPORTS TO:	Human Resources Manager
FULL TIME EQUIVALENT:	1.0
CLASSIFICATION:	Ongoing
LOCATION:	Ballarat Office
AUTHORISED BY:	Director of Catholic Education
DATE:	January 2020

Primary Objective

To provide leadership oversight in relation to Occupational Health and Safety and embed a culture of safety across Catholic Education offices and Diocesan schools.

Delegations

The Board of the Diocese of Ballarat Catholic Education Limited (DOBCEL) develops diocesan education policy and recommends it for ratification by the Bishop of Ballarat.

The DOBCEL Board delegates to the Director of Catholic Education the leadership, oversight and management of DOBCEL schools and the Catholic Education Office, the appointment, supervision and performance management of Principals of DOBCEL schools and CEOB employees.

The DOBCEL Board ratifies the appointment of Principals for DOBCEL Schools on the recommendation of the Director of Catholic Education and the local panel, in accord with the DOBCEL Principal Selection and Appointment Policy and Procedures.

The Director of Catholic Education delegates the leadership and administration of the school to the Principal in accordance with the DOBCEL Delegations Procedures.

Job Environment

In collaboration with the People and Development team, this position is responsible for planning and leading the Occupational Health and Safety function for the CEOB and to support Schools in partnership with the Planning, Risk & Infrastructure team.

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Key Responsibilities on commencement

Advice and Support

- Provide advice on the interpretation and impact of relevant legislation, Australian standards, and guidelines and support any actions required to achieve compliance for CEOB and Schools
- Support schools in meeting legislative obligations for reporting serious injuries/incidents to Worksafe

Lead and manage Occupational Health and Safety (OHS) Management System:

- chair OH&S Committee with associated responsibilities and work in close collaboration with DOBCEL Principals and their leadership teams to provide OHS advice, oversight and for consistent standards of operation
- proactively create, promote and ensure adherence to OHS policies and safe working practices to ensure wellbeing and compliance to relevant legislation and policy.
- immediately inform the Human Resources Manager and Assistant Director People and Development of serious OHS risks or incidents including mitigating actions required or taken
- conduct regular CEOB Office audits and provide a regular written report to the Human Resources Manager of all OHS and employee wellbeing matters regardless of risk rating.
- schedule regular activities to inform and educate all DOBCEL employees of their OHS rights and obligations under relevant legislation and organisational policies
- manage Workcover related activity, return to work processes and necessary adjustments in compliance with legislation and safe work standards

Embed a safety culture

- Working with the People and Development team, develop an annual OHS plan to embed a culture of safety across all CEOB offices and schools.
- Providing operational support to raise the profile of OHS across the organisation, build a culture of reporting and harm minimisation
- Develop and support a calendar of OHS awareness activities for CEOB & Schools
- Development and maintain a suite of OHS policies, procedures, templates and manuals
- Develop OHS induction information for all CEOB employees and contractors
- Support school based OHS representatives in the management of contractors
- Provide regular safety information to all employees on relevant health and safety practices
- Ensure that all CEOB Health and Safety representatives are appropriately trained and supported to undertake their role
- Conducting training sessions on health and safety practices and legislation

Consultation and Engagement

- Maintain a professional and consultative relationship with all key stakeholders including elected HSR representatives to support the delivery of OHS initiatives across the organisation
- Chair the OHS committee and develop an annual program of work in consultation with the Human Resources Manager
- Providing a consultancy service to Managers to assist in the maintenance of safe work practices
- Engage with all employees to ensure they understand their OH&S obligations and responsibilities
- Engage with WorkSafe inspections and implementation of corrective actions as required
- Represent the CEOB on relevant Catholic Education Commission Victoria Committees as required

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Investigations

- As required conduct and assist with investigations of incidents involving CEOB employees
- In consultation with the Properties, Facilities and Planning team, develop investigation guidelines to determine when an investigation is required and responsibilities/accountabilities, including school/site OHS representatives as appropriate.
- Maintain a register of incidents and provide analysis as required
- Recommend and coordinate remedial actions as required
- Ensure investigations and reporting are appropriately documented and securely stored
- Responsibility for notifying Worksafe or regulatory bodies of notifiable incidents, and managing subsequent service visits, inspections and compliance with OHS recommendations from the Authority in consultation with the Human Resources Manager and Deputy Director of people and Development

Critical Incident & Emergency Management

- Oversee the effectiveness of the critical incident response policy and procedure in consultation with key stakeholders including Education Consultants, Leader Wellbeing, Senior Psychologist, Manager Safeguarding & Standards, Manager Planning, Risk & Infrastructure and Human Resources Manager.

Act as the central contact and coordinate emergency management across CEOB including:

- attend and report on decision and recommendations via CECV Emergency Management Committee
- proactively update CEOB emergency management plans, systems and processes and ensure all employees have the information they need in the case of an emergency
- promptly inform and work closely with internal stakeholder to respond to issues and emergencies including, but not limited to the Safeguarding Manager, Manager Planning, Risk & Infrastructure etc. and provide support to Principals on media communications where required
- immediately inform the Assistant Director People and Development and Director of any known emergency.

Reporting and Analysis

- Develop a suite of OHS key performance indicators for the CEOB Directorate and leadership group
- Provide regular analysis on accident, incident, near miss, hazard trends for CEOB and Schools

Environment

- Develop a system and annual schedule of workplace audits for CEOB offices
- As required provide OHS support to the Property, Facilities and Planning team managing the school environment
- Conduct health and safety audits, risk assessments, reviews and inspections to assist with hazard identification and risk mitigation strategies for CEOB offices
- Provide advice and recommendations on workplace ergonomics for CEOB Offices

ROLE DESCRIPTION

Injury Management, Work Cover Claims & Return to work

In collaboration with the Human Resources Manager for CEOB employees:

- Liaise with medical treating professionals, insurers and injured employees to support the return to pre-injury duties.
- Manage the return to work plan, including injury investigation and work cover claims
- Report on and monitor WorkCover claims and return to work plans
- Develop appropriate early intervention and injury prevention plans
- Develop the leadership teams understanding of WorkCover and injury management obligations

Key Relationships

- Manager Human Resources and the broader People and Development team
- Members of the CEOB Leadership team
- School Compliance Officers
- Diocesan School Principals
- Properties, Facilities and Planning team

Essential Skills

Applicants need to respond to the key selection criteria in their application.

1. Support the ethos, values and mission of the Catholic Education Office Ballarat
2. Qualifications in Occupational Health and Safety
3. Demonstrated experience (5 + years), Occupational Health and Safety (OH&S) and WorkCover process and practices.
4. Demonstrated ability to develop and deliver training programs in OH&S and Return to Work.
5. Demonstrated organisational skills and the proven capacity lead projects for workplace safety.
6. Highly developed interpersonal and communications skills (written and oral).
7. Demonstrated ability to be able to collaborate in a team environment whilst also working autonomously and efficiently