

Role Description



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| POSITION TITLE: | Occupational Health and Safety Coordinator |
| TEAM LEADER: | Manager, Human Resources |
| TEAM: | People and Development |
| DATE: | July 2022 |

Organisational Tradition and Context

Diocese of Ballarat Catholic Education Limited (DOBCEL) is a company limited by guarantee, created to govern 58 schools located across Western Victoria. DOBCEL and its administrative arm, Catholic Education Ballarat (CEB) work together to support the leadership of all Catholic Primary and Secondary schools, to promote Catholic identity, to deliver quality learning, provide effective stewardship and nurture respectful and trusting relationships with the community.

The Executive Director of Catholic Education Ballarat acts with a delegation from the Bishop of Ballarat to organise, administer, support and service all matters related to DOBCEL Schools and Catholic Education Ballarat.

Our Vision

As partners in Catholic education and open to God's presence, we pursue fullness of life for all.

Our Mission

We journey towards this vision through:

- proclaiming and witnessing the Good News of Jesus Christ;
- ensuring quality learning that promotes excellence and fosters the authentic human development of all;
- living justly in the world, in relationship with each other and in harmony with God's creation;
- exploring, deepening and expressing our Catholic identity in diverse ways;
- enabling each one of us to reflect more fully in the image of God.

Role Purpose

The Occupational Health and Safety (OHS) Coordinator is responsible for ensuring DOBCEL complies with the Occupational Health and Safety Act 2004, the VRQA Minimum Standards for School Registration and other relevant legislation and statutory requirements. The role is instrumental in embedding a culture of safety and risk management in all DOBCEL schools.

The role works closely with school principals as the first line of review to ensure appropriate measures are in place to meet DOBCEL's legal, regulatory and policy obligations.

Key Responsibilities

It is not the intention of this role description to limit the scope or accountabilities of the position but to highlight the most important aspects. The accountabilities described may be periodically altered in accordance with changing organisational needs.

- This role will develop, manage and maintain OHS policies, procedures and guidelines and ensure compliance as required by the DOBCEL Board, VRQA Minimum Standards and Requirements for School Registration and the OHS Act including but not limited to:
 - OHS (Management System) Framework
 - Injury Prevention and Return to Work
 - Claims Management
 - Infection Control and Pandemic Planning
 - Manual Handling and Ergonomics
 - Chemical Management
 - Critical Incident and Emergency Management
- Provide advice on the interpretation and impact of relevant legislation, Australian Standards and related guidelines, and support actions required to achieve compliance for DOBCEL schools and CEB offices.
- Manage the relationship with WorkSafe and its WorkCover Agents and provide support and oversight of related enquiries, claims or issues for each DOBCEL school and CEB location.
- Support principals and leadership in meeting legislative obligations for reporting serious injuries/incidents to WorkSafe.
- Manage, monitor and report on injury management and return-to-work plans, including injury investigation and WorkCover claims in consultation with the Manager Human Resources
- Manage and monitor the effectiveness of the critical incident and emergency management policy and procedure in consultation with the Manager Human Resources and Manager Risk and Assurance and designated roles
- Provide general advice on workplace ergonomics and manual handling
- Maintain oversight and management support of incidents via the Hazard Incident Notification Tool (HINT) and provide analysis and summary reports for leadership attention
- Maintain a professional and consultative relationship with key stakeholders, including elected Health and Safety Representatives, to support the delivery of OH&S initiatives across the organisation
- Chair the Health and Safety Committee and develop an annual program of work in consultation with the Manager Human Resources
- Ensure that all CEB Health and Safety Representatives are appropriately trained and supported to undertake their role
- Ensure DOBCEL has systems in place to adequately induct and monitor staff, contractors, volunteers and visitors to school sites and CEB offices and support school-based OH&S representatives in onsite induction management
- Provide operational support to raise the profile of OH&S across the organisation, building a culture of reporting and harm minimisation
- Represent DOBCEL as a member of the CECV OHS Committee

Skills, Capabilities and Key Selection Criteria

To be successful in this role the employee needs to have the following skills and capabilities:

- Comprehensive knowledge and understanding of current Victorian OHS legislation, regulations, codes of practice, guidelines and standards
- Demonstrated experience in supporting the set-up, implementation and management of OHS frameworks and strategies
- Experience in conducting OHS risk assessments, incident investigations and workplace OHS inspections and audits
- Highly developed communication, report writing and interpersonal skills, with the ability to engage and influence stakeholders to effect change
- A proven ability to plan, implement, monitor and evaluate OHS frameworks including policies, procedures and programs
- Demonstrated capacity to communicate policy, procedure and reporting needs to stakeholders
- Exceptional organisational and planning skills
- Ability to work effectively as part of a team while also operating under limited supervision

Essential Requirements

The following are the requirements for this position:

- A commitment to work within and align with the DOBCEL Vision and Mission
- Appropriate OH&S qualifications
- Current National Police Check
- Current Working with Children Check
- Current Victorian Driver's Licence

Responsibilities of all Catholic Education Ballarat Employees

Safeguarding of Children and Young People

All DOBCEL employees must:

- conduct themselves in accordance with the DOBCEL Safeguarding Children and Young People Code of Conduct and the CECV Commitment to Child Safety;
- take all appropriate action to reasonably protect children and young people, including being aware of all mandatory reporting obligations.

Health and Safety

DOBCEL is committed to providing a work environment that is safe and free of risks to health.

To achieve this all employees must:

- take reasonable care for their own health and safety and the safety of others;
- provide all relevant information regarding any medical condition that may require Emergency Services to be called; or that could impact on their ability to perform their duties;
- not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace;
- report all hazards and incidents as required.

Partnering and Communication

All employees have a responsibility to demonstrate positive and effective communication.

To achieve this all employees must:

- promote a culture of partnering and collaboration;
- ensure appropriate and professional language is demonstrated in every interaction;
- provide timely support to maintain teamwork;
- maintain effective and professional relationships with all internal and external stakeholders.

Performance and Professional Development

All employees have a responsibility to undertake continuous professional development.

To achieve this all employees must:

- participate in regular team meetings as required;
- develop individual action and development plans, aligned to organisational and role priorities;
- participate in performance review processes as required;
- complete all mandatory training required as an employee of DOBCEL;
- comply with all expected professional expectations and codes of conduct as outlined by DOBCEL or the relevant regulatory and professional body;
- continuously update knowledge appropriate to the role.

Policy

- All employees are expected to comply with and demonstrate a positive commitment toward upholding all DOBCEL policies, procedures, and work instructions.