



## POSITION DESCRIPTION

<b>Position Title:</b>	Safety Advisor
<b>Location:</b>	Box Hill
<b>Reporting to:</b>	WHS Manager
<b>Direct Reports:</b>	Nil

### ORGANISATIONAL CONTEXT

#### Our Vision

The Society aspires to be recognised as a caring Catholic charity offering ‘a hand up’ to people in need. We do this by respecting their dignity, sharing our hope and encouraging them to take control of their own destiny.

#### Our Mission

The St Vincent de Paul Society (the Society) is a lay Catholic organisation that aspires to live the gospel message by serving Christ in the poor with love, respect, justice, hope and joy, and by working to shape a more just and compassionate society.

#### Our Values

- **Commitment:** Loyalty in service to our mission, vision and values
- **Compassion:** Welcoming and serving all with understanding and without judgement
- **Respect:** Service to all regardless of creed, ethnic or social background, health, gender, or political opinions
- **Integrity:** Promoting, maintaining and adhering to our mission, vision and values
- **Empathy:** Establishing relationships based on respect, trust, friendship and perception
- **Advocacy:** Working to transform the causes of poverty and challenging the causes of human injustice
- **Courage:** Encouraging spiritual growth, welcoming innovation and giving hope for the future

#### Our Services

The St Vincent de Paul Society’s members and volunteers provide practical support, advocacy and friendship to the most vulnerable in our community.

Key services include home visitation; youth programs; soup vans; assistance for asylum seekers and refugees; Compeer programs for people experiencing mental illness; education and tutoring; overseas development programs and a range of accommodation and social services through the VincentCare Victoria network.

Volunteer service is the backbone of the St Vincent de Paul Society. The Society is made up of dedicated ‘members’; all who volunteer their time to undertake a range of community support activities at a local level (‘conference’), semi-regional level (‘regional’), regional level (‘central’), and state level (‘state’). There are also a number of volunteers who form part of collaborative state and national committees, special works and also service the Vinnies Shops.

The St Vincent de Paul Society in Victoria has more than 3,458 members and 8,660 other volunteers. In Australia, there are 19,950 members and 38,025 volunteers. Internationally, the Society operates in 150 countries and has over 800,000 members and volunteers.



**PURPOSE OF ROLE**

The purpose the role is to manage the Return to Work coordination of our team members (Volunteers, members and employees). This role also includes the management and monitoring of the Society’s assurance program and training initiatives to further support a culture of safety.

**KEY ACCOUNTABILITIES**

Key Accountability	Deliverables
<b>Contribute to the organisational culture</b>	<ul style="list-style-type: none"> <li>• Demonstrate understanding and empathy with the mission and ethos of the St Vincent de Paul Society and ensure the Society’s values are incorporated into all aspects of the performance of the role</li> <li>• Respect the Catholic values inherent within the Mission of the organisation and the expression of spirituality and reflective practice in the workplace</li> <li>• Positively contribute to and influence organisational culture</li> <li>• Actively participate in activities that develop your personal and professional skills, knowledge and experience</li> <li>• Regularly attend and actively participate in all team / divisional and organisational meetings</li> <li>• Contribute to developing a culture of continuous improvement and respond positively to change</li> </ul>
<b>Safety</b>	<ul style="list-style-type: none"> <li>• Take reasonable care for your own safety and that of others that may be affected by your actions or lack of actions</li> <li>• Identify and report hazards within 24 hours of them occurring on the incident reporting system</li> <li>• Manage day to day risks in line with policy and procedures</li> </ul>
<b>RTW Coordination</b>	<ul style="list-style-type: none"> <li>• Managing our injured staff and volunteers through Riskware</li> <li>• Ongoing monitoring of injuries</li> <li>• Assist with workers compensation and return to work plans</li> <li>• Engaging with managers on escalation of claims</li> <li>• Handling all compensable and significant non-compensable injuries</li> <li>• Reporting on RTW and assurance and training</li> </ul>
<b>Assurance</b>	<ul style="list-style-type: none"> <li>• Manage Assurance Program through Riskware</li> <li>• Establish process to monitor audits from across the organisation</li> <li>• Intervention and Assistance when required</li> </ul>
<b>Training &amp; Support</b>	<ul style="list-style-type: none"> <li>• Managing and monitoring safety training across the organisation</li> <li>• Supporting WHS Manager to deliver best practice safety outcomes across the Society</li> </ul>



## POSITION CONTACTS

Most Frequent Contacts	Internal/ External	Nature or Purpose of Contact
WHS Manager	Internal	<ul style="list-style-type: none"> <li>Line Manager</li> </ul>
Managers, staff and volunteers	Internal	<ul style="list-style-type: none"> <li>Support, guide and assist with WHS matters</li> </ul>
WorkCover Agent / WorkSafe Victoria	External	<ul style="list-style-type: none"> <li>Liaising with RTW matters and reporting and Workplace inspections</li> </ul>

## DELEGATIONS OF AUTHORITY

You will be required to work within the delegations of authority policy.

## KEY PERFORMANCE INDICATORS

These will be developed by the Manager in consultation with the incumbent and will regularly be reviewed.

## KEY REQUIREMENTS

### Experience / Knowledge

- Minimum of 3 years' experience in a similar safety role
- Minimum RTW qualifications
- Certificate IV qualification in Work Health & Safety (Desirable)
- Demonstrated experience in the management of RTW process
- Experience with Microsoft Office

### Attributes

- Passion for workplace health and safety and driving a safety culture
- Ability to manage competing priorities, tasks and overall expectations
- Highly developed interpersonal skills including the ability to coach and lead
- Outstanding communication and influencing skills to deal effectively with a broad range of internal and external stakeholders
- Proven success in analysing and managing reports to drive performance and results
- Ability to analyse information to make innovative & practical decisions
- An ability to resolve conflict and disputes
- Strong administration skills and attention to detail
- Engaging and action orientated
- Awareness of and ability to work within, the ethos of the Society
- Willingness to travel throughout Victoria as required

THE LIST OF RESPONSIBILITIES HEREIN IS NOT INTENDED TO BE ALL-INCLUSIVE, AND MAY INCLUDE ADDITIONAL RESPONSIBILITIES AS REQUIRED AND ASSIGNED. IT MAY BECOME NECESSARY TO MODIFY/CHANGE THESE POSITION RESPONSIBILITIES FROM TIME TO TIME.