



# WHS Coordinator, Parramatta Central Council

## Position Description

<b>Position Title</b>	WHS Co-ordinator, Parramatta Central Council
<b>Responsible Council</b>	Parramatta Central Council
<b>Reports To</b>	Property Assets and Work Health & Safety Manager
<b>Base Location</b>	Wentworthville Office
<b>Primary position objective</b>	The Workplace Health and Safety Coordinator is responsible for the implementation, monitoring and advisory functions for the Society workplace health and safety system, & processes across all Parramatta Central Councilsites. The position supports the provision of a safe and healthy working environment for Society volunteers, employees, members and clients through implementation of Society WHS policy and procedure.

### St Vincent de Paul Society

The St Vincent de Paul Society is a member and volunteer based organisation that has been assisting people experiencing disadvantage in NSW for more than 130 years.

The Society was founded by a 20 year old man named Frederic Ozanam in 1833, who with a group of friends, wanted to make a difference to the poverty and disadvantage that he saw around him in post-Revolution France. Leading by example and with boundless energy, Frederic started what is now a world-wide movement in just 20 short years. The St Vincent de Paul Society NSW has around 16,000 members and volunteers and 1,400 staff. Our local member networks, referred to as Conferences, are present in over 420 communities across NSW.

Our members and volunteers provide assistance to people experiencing disadvantage including food parcels and vouchers, financial assistance, assistance with energy bills and other debt, budget counselling and the provision of other material items such as furniture, clothing and bedding and any other household items. Importantly, our members also provide vital emotional support and referral services as needed.

The St Vincent de Paul Society NSW is a leading provider of community support services and has close to 100 Special Works across the State in the areas of homelessness, mental health, disability, financial counselling, supported accommodation, food provision, refugees and migrants and addiction counselling.

Our work is funded by all levels of government, the generous support we receive from the community and our 250 Retail Centres across NSW.

### Parramatta Central Council

The Parramatta Central Council (PCC) currently has 22 Retail Centres covering Sydney's western suburbs and Blue Mountains areas. The Vinnies Stores provide furniture, clothing and household goods to families and people who are in need. Vinnies Stores are also a valuable resource for people on low incomes, enabling them to buy quality clothing, furniture and other household items at an affordable price. The PCC also has 5 additional properties that it is responsible for maintaining in a safe and operationally functional condition. These include the Caroline Chisholm Centre for Social Justice, which also supports the Vinnies Food Van operation, a distribution facility and other properties that support a

range of youth and community programs that address disadvantage across the Diocese. Following some contraction in the portfolio size over the last year the portfolio is expected to expand over the next 12-18 months.

## Duties and Responsibilities

The Workplace Health and Safety Coordinator plays a lead role in developing, reviewing, supporting and strengthening the Society's 'safety culture' within Parramatta Central Council. The role will achieve this through oversight of WHS policy and procedure implementation including participation in staff meetings, planning activities, workgroups and all activities that enhance safety outcomes, staff wellbeing and overall efficiency of the St Vincent de Paul Society.

The core responsibilities of the WHS Coordinator include:

- Work closely with the Property Assets and WHS (PAWHS) Manager and other staff as directed to implement and maintain best practice in WHS outcomes across PCC
- Develop, maintain and review risk registers and Workplace Health and Safety (WHS) Action Plans for all PCC workplaces
- Conduct periodic WHS inspections and audits in PCC sites as & when required and submit detailed and timely reports as required for both Central Council and State WHS functions
- Ensure accurate and timely recording of WHS information in relevant data bases as required by PAWHS Manager
- Consult with relevant staff, volunteers and members regarding the best method to identify risks
- In consultation with the PAWHS Manager, ensure provision of training and other development sessions across the Central Council as required for all aspects of WHS, including training of local facilitators to identify and rectify safety issues in the workplace
- Oversee hazard reporting and injury and incident management including investigation, insurance claims and supporting PAWHS Manager on return to work matters
- Co-ordinate and implement emergency & evacuation procedures at all PCC sites.
- Work collaboratively with the Society's WHS Coordinator as directed by the PAWHS Manager concerning WHS policy and best practice
- Adhere to and ensure compliance with all services and the Society's policies and procedures
- Participate in WHS network meetings organised by the WHS Coordinator at the State Support Office as required

### General

- Work closely with the internal Property Asset and WHS team, as well as the broader PCC head office team and other core PCC staff, as well as the WHS Coordinator for the Society and related HR function
- Undertake relevant training for the role.

## Essential Criteria

- Minimum Cert IV in WHS or equivalent qualification
- Proven communication, stakeholder and interpersonal skills
- Sound knowledge of WHS Regulations and applicable Australian standards
- Experience in developing and/or delivering a range of training to diverse stakeholders
- Experience in the development and implementation of WHS management systems
- Experience in implementing WHS related policies, procedures based on WHS legislation
- Experience in managing the administrative and compliance requirements related to WHS
- Proven analytical, problem solving, and organisational skills
- Proven independent and collaborative working skills
- Capacity to work within the ethos and mission of the Society
- NSW Drivers Licence
- Computer proficiency including Microsoft Office and Excel

**Desirable Criteria**

- Current Return to Work qualifications
- Understanding of the not for profit sector
- Understanding of issues related to volunteer management
- Understanding of issues within Property Management

*The St Vincent de Paul Society is an Equal Employment Opportunity Employer*