

## Workplace Health and Safety (WHS) Manager

### Position Description

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<b>Position Title</b>	Workplace Health and Safety Manager
<b>Responsible Council</b>	State Council
<b>Reports To</b>	Executive Director – People and Culture
<b>Reports</b>	WHS Coordinator (SSO) WHS/RTW Officer (LAC) WHS/RTW Officer (Support Services)
<b>Base Location</b>	State Support Office (Lewisham)
<b>Primary position objective</b>	<p>The Workplace Health and Safety Manager is responsible for the development, implementation and monitoring of the workplace health and safety system, processes and specialist advice across the Society of NSW.</p> <p>The role will also play a lead role in refining and implementing the WHS Strategy and related WHS initiatives.</p>

### 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 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.

## **Departmental Overview**

The newly formed People & Culture Division supports the 4,000 members, 15,000 volunteers and 2,000 employees of the Society in NSW in the areas of Organisational Development, HR Partners, WHS and Industrial Relations, Recruitment, HR Operations and Payroll, Conference and Member Support and Policies, Child Safe and Complaint Handling, and promotes best practice and empowers our people to live the Society's Mission and Vision through their work.

## **Duties and Responsibilities**

The Workplace Health and Safety (WHS) Manager is responsible for the development, implementation and maintenance of health and safety systems to ensure WHS compliance for the St Vincent de Paul Society of NSW. This role will play a lead role in refining, implementing and monitoring the WHS Strategy, lead health and safety initiatives and the development of a health and safety culture for the St Vincent de Paul Society of NSW. The role is largely strategic in nature, but on occasions will include providing some operational assistance to Councils and Services.

The position provides senior level support to the executive and managers of the Society, assisting them to embed a resilient safety culture for all. Responsibilities include, but are not limited to:

### **WHS Strategy and Leadership**

- Implementing and monitoring the Society's WHS Strategy, and planning to develop a safety culture across the organisation, ensuring that all Services and Central Councils are aligned to the strategy actions and targets.
- Providing strategic and operational workplace health and safety guidance, advice and services within the context of the St Vincent de Paul Society's Vision, Mission and Strategic Plan
- Developing, maintaining and enhancing the WHS management system, influencing our people leaders in relation to its implementation, practice and their responsibilities under WHS legislation.
- Partnering with employee, volunteer and member management to facilitate effective WHS and injury management leadership and engagement at all levels.
- Leading the development, implementation and review of the Society's Due Diligence program for senior management.
- Leading the development and implementation of a Society wide health and wellbeing program, working in partnership with the HR Partner team to effectively implement the program

### **Workers Compensation and incident management**

- Leading and/or coordinating investigations into serious WHS related incidents.
- Act as the central contact for the Society's workers compensation insurers and brokers during claim and service reviews. Facilitate a smooth working relationship between these providers and RTW Coordinators across the state.
- Monitoring circumstances of key workers compensation claims to ensure managers, return to work coordinators and human resource advisors are providing appropriate support and rehabilitation practices.
- Overseeing and reviewing improvements in the processes for the management of injuries and workers compensation, and oversight the monitoring of Worker's Compensation trends within the organisation

## **Governance**

- Providing reports to the Executive Leadership Team and the Board on the implementation of the WHS Strategy.
- Providing regular reports to the Group Manager, Executive Director People and Culture and to the executive team concerning the Society's WHS and workers compensation performance.
- Reviewing and managing the Society's WHS budget, ensuring that adequate resourcing strategies are in place in relation to technology, consultants and purchasing.
- Collaborating with other departments to ensure the WHS components of accreditations and certifications are met.
- Introducing a regular program of internal and external audits and inspections to ensure compliance with the health and safety management system and relevant legislation.

## **People Management and Development**

- Lead and manage a small number of WHS professionals within the People and Culture team and collaborate with the wider WHS Officer network across NSW to deliver on WHS targets
- Coach and mentor direct reports in the provision of exceptional customer service and role model this approach.
- Provide regular feedback and supervision to direct reports on their performance, encouraging collaboration, team work and team accountability and continual improvement
- Set goals and objectives for direct reports with a view to supporting succession planning.
- Develop and implement Key Performance Indicators for direct reports to measure performance and attainment of targets
- Ensure individual and team compliance with WHS policies and processes and actively demonstrate these in all work
- Support direct reports to develop skills in areas of interest and that will enhance service delivery and the safety culture of the team
- Maintain leave records of direct reports in accordance with relevant policies and procedures
- Conduct formal annual staff performance appraisals for direct reports and provide regular feedback and manage performance concerns in line with best practice and Society policy
- Coordinate payroll requirements for the WHS team.

## **Team Work and Collaboration**

- Collaborating with Executive Officers to identify and plan for local WHS priorities and programs
- Provide guidance to Executive Officers as required for managing their local WHS resources
- Working collaboratively with the Senior HR Partners in providing proactive and contemporary WHS advisory service with the HR Partner function to Councils
- Work collaboratively with the Organisational Development function to develop WHS awareness and capability of the workforce and to support effective change
- Participating in senior People and Culture consultative meetings including providing support to Group Manager, Workplace Relations, Human Resources Partners and other People & Culture employees

- Contributing to building capability within the People & Culture team ensuring effective knowledge and sharing.
- Maintaining up to date knowledge across the team of legislative changes and best practice methods through appropriate subscriptions, attending seminars, participating in relevant industry bodies etc.
- Representing the Society at relevant union or safety regulator consultative meetings.
- Identify opportunities to implement new WHS initiatives and feedback to the Group Manager.
- Attend relevant training with a focus on developing skills and maintaining current and up to date professional knowledge.
- Actively participate in performance appraisal and development processes.

## **Essential Criteria**

- Relevant qualifications in Workplace Health and Safety
- Substantial experience in a senior level dedicated safety role
- Excellent stakeholder management skills and the ability to develop effective relationships with managers, executive, staff and individual Councils to achieve business outcomes
- Sound knowledge of Workplace Health and Safety and Workers Compensation legislation, Regulations and Australian Standards
- Experience in leading and collaborating a team of WHS professionals
- Experience in the development and implementation of Workplace Health and Safety management systems to meet the requirements of legislation and best practice
- Demonstrated experience in injury management and return to work programs
- Excellent communication, analytical and influencing skills in implementing change around the management of WHS
- Understanding of the diverse needs of the Society's workforce for the WHS function
- Ability to work with managers and staff at all levels of the Society, and impart complex Workplace Health and Safety information to stakeholders in a readily understood manner
- Willingness to adhere to the ethos and missions of the Society
- Ability to travel to Society workplaces across NSW

## **Desirable Criteria**

- WHS Auditing and RTW qualifications
- Experience in change management.
- Understanding of generalist Human Resource issues and the interplay with WHS requirements
- Understanding of the Not for Profit sector

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