

Position Description

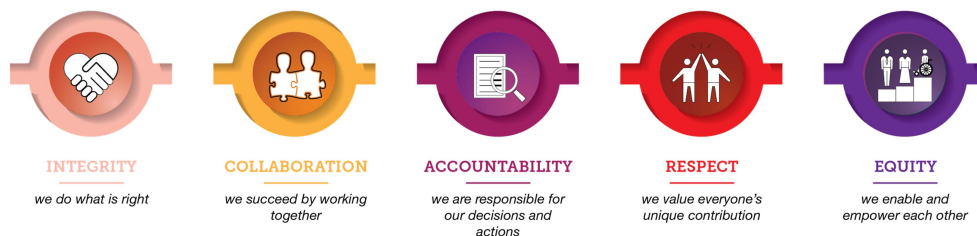
Position Title	OHS Advisor
Position Reports to	Executive Manager People & Culture
Position Leads	NIL
Location	29 Learmonth St, Alfredton.
Employment Type	Full-Time – 12 month contract
Last Updated	February 2021

Why are we here?

Purpose: We work with people to create a life that works for them.

Our Vision: To be recognised by customers as the eminent, integrated disability service provider that continually enriches their lives.

How do we do this?



What is your purpose?

The OHS Advisor is responsible for leading and coordinating the organisations Workplace Health & Safety systems through education, partnership, monitoring, advising and compliance. A key focus for this role is to ensure McCallum remains a safe place for our employees and customers throughout the COVID-19 pandemic. The OHS Advisor will do this by monitoring, updating and ensuring oversight of McCallum's COVIDSafe policies and practices. The position also supports the development of a safety culture that is built on care and respect.

The OHS Advisor works as part of the People & Culture team to delivery McCallum's People Strategy and supports the Executive Manager People & Culture to coordinate and educate McCallum's HSR's by recommending training, following up matters of concern and coordinating regular HSR meetings.

This role is also responsible for the administration and maintenance of the organisational Risk Register in collaboration with the Executive Management team which includes regular reviews and workshops on identifying and managing the business key risks.

How do you achieve this? (Responsibilities)

Key Results Area	Accountabilities
Safety Culture & Delivery	<ul style="list-style-type: none"> Engage with Team Leaders and staff to ensure they understand their OH&S responsibilities and obligations and adopt a proactive approach to the development and implementation of McCallum's Organisational and Divisional OHS Plans. Support and implement OHS improvements and/ or projects when required Facilitate coordination of external OHS audits and systematically evaluate and implement recommendations in each Program area. Monitor and report on OHS activities and OHS key performance indicators that support a safety culture. Support WorkSafe and other regulator inspection visits and implementation of corrective actions as required; Undertake a consultative approach to review, update and implement OH&S Policy and Practices, ensuring alignment with best practice and compliance to Quality audits.
COVIDSafe Practices	<ul style="list-style-type: none"> Monitor, update and ensure oversight and business adherence to our 17 site-based COVIDsafe Plans Keep up to date with the latest DHHS advice relating to COVID restrictions and infection control practices Oversee compliance, understanding and training coordination for infection control processes Coordinate McCallum's Risk Management System, ensuring all considerations and warranted updates related to COVID are made and communicated to the wider business. Collaborate with and coordinate responses from, and to McCallum's community to address concerns and fears that families have regarding reengagement of support services.
Crisis Management	<ul style="list-style-type: none"> Oversee the organisations Crisis Management Plan ensuring it is up to date and relevant to operating conditions. Work closely with the CEO and Executive Manager People & Culture to ensure business continuity strategies are developed and delivered across all Programs Undertake risk assessments in support of Emergency Planning and provide OHS expertise to ensure that safe work practices are not compromised
Organisational Risk and Compliance	<ul style="list-style-type: none"> Administer and maintain McCallum's organisational Risk Management Framework in collaboration with the CEO. Establish and co-ordinate bi-monthly risk and compliance Executive Meetings, updating the register as required. Ensure Executives are completing risk assessments and follow up actions to minimise or extinguish identified risk events.
Leadership and Employee Experience	<ul style="list-style-type: none"> Champion McCallum's code of conduct and values, acting in accordance with our policies and procedures at all times. Develop and maintain effective relationships with key stakeholders, with a focus on Team Leaders and frontline staff.

	<ul style="list-style-type: none"> • Review and adjust the OHS program through coordination of McCallum's OHS Committee. • Ensure OHS Committee functions in accordance with the Act, with all HSR's trained and supported to achieve safety outcomes. • Be an active member of the People & Culture team, providing input and support to other P&C functions and team members.
Workplace Health and Safety	<ul style="list-style-type: none"> • Ensure McCallum complies with its legal requirements and strives for best practice in the provision of a safe workplace for all.
Self-care and professional development	<ul style="list-style-type: none"> • Participate in monthly feedback meeting with the Executive Manager People & Culture • Ensure Annual Performance Goals and KPIs are set, with professional development plan implemented and monitored • Identify and seek appropriate resources to support your own health and wellbeing • Participate in wider McCallum projects and initiatives as requested by the Executive Manager People & Culture or CEO.

What do I need to be a success? (Attributes)

- Our customers are at the centre of everything that you do
- Quality, safety and risk management is paramount and will not be compromised
- You have a passion for creating elegant, understandable systems and processes
- You are a consultative and collaborative and able to find consensus through negotiation
- You build and maintain relationships with your colleagues, customers and stakeholders.
- You achieve results. You are focused, work to a plan and deliver.
- You understand that change happens for a reason, and have the enthusiasm and drive to bring the organisation with you.
- You value accuracy and attention to detail

Key Selection Criteria

Successful appointment to a position will be subject to a pre-employment safety screening process which includes, but not limited to, the following checks:

- Right to Work in Australia
- NDIS Worker Screening Check
- Current Driver's License.

Essential

- Tertiary qualification in OHS or related discipline; or demonstrated significant work experience
- Demonstrated experience in a hands-on OHS advisor role within an Human Services organisation highly desirable
- Demonstrated success in the development of safety cultures and systems that promote workplace health and safety while supporting the achievement of the organisations objectives\
- Demonstrated understanding of business risk and knowledge of the practises to coordinate and mitigate.
- Detailed knowledge of OHS legislation/regulation and evidence based practices
- Excellent collaboration and interpersonal skills with the ability to work collaboratively with senior leaders, line managers, and front line staff to implement organisational improvements.
- Demonstrated ability to critically analyse issues and develop and implement effective actions that support McCallum's purpose, vision and values.
- Excellent communication skills including the ability to prepare high quality written reports, communications and other documentation as required.
- Evidence of applying excellent organisation, time management, prioritisation and coordination skills to maximise efficiency
- Excellent administration skills, including in the use of MS Word, Excel and PowerPoint applications

Approval:

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____

CEO Signature: _____ Date: _____