

POSITION DESCRIPTION

Position Title	Senior Health and Safety Advisor	Position Number	
Service Area	Chief Financial Officer (CFO)		
Remuneration	Remuneration is based on Qualifications and Experience	Position FTE	1.0 (38 hours per week)
Reporting to	Chief Financial Officer		
Supervision of	No supervisory responsibilities		
			Updated November 2023

Our Vision, Mission and Values

Our Vision

A community where everyone has a safe and secure place to call home.

Our Mission

To provide opportunities, pathways and care to vulnerable people who find themselves without a home.

Our Values

St Bart's aims to foster a culture that embraces our values and which reflects what we believe will deliver the best outcomes for our clients and services delivered.

The St Bart's Values form the basis of all employee behaviour. All employees of St Bart's are expected to demonstrate the Values when carrying out the duties of this position.

Empowerment

We create a community where everyone believes they have the ability to make a difference.

Innovation

We foster an environment where creativity thrives.

Commitment

We have the courage and determination to make it happen.

Collaboration

We work together to achieve shared goals.

Social Justice

We believe everyone has a right to equitable treatment, dignity and compassion.

Position Overview

The position is responsible for leading and coordinating St Bart's Work, Health and Safety (WHS) and Organisational Risk functions. Ensuring St Bart's complies with all WHS legislation and maintains a safe environment for all staff, volunteers, contractors, and visitors to the organisation. The position holder will work with all levels of the organisation, building strong relationships with the Senior Leadership Team and work health and safety representatives.

**We're by
your side.**



Key Responsibilities

- Promote a positive health and safety culture across St Bart's.
- Ensure contemporary health and safety compliance across the whole organisation.
- Oversee Riskman system in relation to hazards and non-consumer related incidents.
- Lead on the development of risk management, emergency response and WHS policy development and ensure they reflect the relevant legislation.
- Assist with investigation of WHS incidents, identifying possible causes and providing remedial advice.
- Coordinating health and safety training sessions, tool box meetings and safety forums for management, WHS representatives, supervisors, and staff.
- Develop and coordinate periodic safety audits across the organisation to ensure policies and procedures are adhered to in all safety aspects (including infection prevention and control, appropriate PPE being used and safe work practices are being followed by staff/volunteers/contractors).
- Liaise with Service Managers and WHS Representatives to ensure WHS inspections are completed as per best practice and within legal compliance and regulations.
- Complete WHS monthly reporting accurately and in a timely manner.
- Lead the quarterly WHS committee meetings.
- Coordinate risk assessments and manage risks across the organisation and in line with the Corporate Risk Policy.
- Maintain the organisation risk register and complete monthly risk reporting in a timely manner.
- Maintain risk management policies and procedures ensuring compliance with legislation and best practice.
- Coordinate quarterly risk workshops with the Executive Management Team.
- Work closely and support Facilities and Procurement Manager to ensure products are managed in line with Safety Data Sheets.
- Liaise with Human Resources team to coordinate Return to Work programs and Injury Management with Managers and Employees.

Additional Objectives for all St Bart's employees

- Ensure personal health and safety at work and that of others complying with all Work Health and Safety requirements and as directed by St Bart's.
- Participate in the St Bart's Immunisation Program in line with specific position requirements, including any applicable pre-employment and/or ongoing immunisation as determined by St

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- Understand, comply with, and adhere to the St Bart's Code of Conduct, all other policies, procedures and work practices, and complete all necessary OneVault (learning management system) requirements within set timeframes.
- Participate in, and contribute to, all St Bart's Quality Improvement and Risk Management programs, to encourage and promote organisational performance and deliver better consumer outcomes.
- Participate in and provide support in all accreditation, compliance and national standards activities as required.
- Participate in essential and/or mandatory training annually as required and directed.
- Have collaborative working relationships with the team and internal customers, and actively contribute to all team meetings and effectiveness of the team function.
- Perform other duties as directed.

Selection Criteria	
Qualifications	
Tertiary qualification in Work Health and Safety	Essential
Occupational Health and Safety (OHS) certification is maintained with evidence of continuous professional development (CPD)	Essential
Experience	
At least three (5) years demonstrated work experience relevant to the position	Essential
Experience in managing incidents and investigations and coordinating emergency response	Essential
Experience in providing WHS training and advice to staff and managers in line with the company requirements and legislation	Essential
Key involvement in the development of WHS policies, systems and programs in line with legislation	Essential
Knowledge, Skills and Abilities	
Demonstrated knowledge of risk management	Essential
Ability to positively influence key stakeholders on all worker safety matters	Essential
A good working knowledge of I.T including Incident, Reporting and recording systems	Essential
Ability to develop, prepare and present effective and detailed workplace WHS reports	Essential

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Understanding of community sector policies and services	Essential
Professional manner when dealing with all internal and external customers	Essential
Ability to work unsupervised and use initiative	Essential
Demonstrated ability to contribute to continuous improvement	Essential
Ability to problem solve and escalate to direct manager as required	Essential
Other	
A current satisfactory National Police Clearance obtained within the last three months	Essential
Current First Aid Certificate	Essential
A current WA "C" Class Drivers Licence	Essential

Declaration

I accept the responsibilities as outlined in this position description, and understand that these may be updated from time to time in accordance with operational and organisational requirements. I commit to role modelling St Bart's values and commit to the Code of Conduct while undertaking my duties.

Employee

Name

Signature

Date
