



Wuchopperen
HEALTH SERVICE LTD

POSITION DESCRIPTION

Position Title:	Health, Safety and Wellbeing Coordinator (<i>Specified</i>)
Classification:	Administration Grade 6 Wuchopperen Health Service Limited Enterprise Agreement
Salary:	\$92,754.19 - \$97,814.15
Location:	Cairns
Reporting Relationship:	Manager, Human Resources

About Wuchopperen

Wuchopperen Health Service Limited (Wuchopperen) is a community connected and controlled organisation with a solid history of providing holistic health and wellbeing services for Aboriginal and Torres Strait Islander people in Cairns and surrounding districts.

Wuchopperen's vision is improving quality of life for Aboriginal and Torres Strait Islander peoples. Culture underpins our diverse and client-centric service delivery model offering our community whole of life support from pre-birth right through to our elders.

From our humble beginnings in the 1970s, Wuchopperen has grown into a dynamic and innovative service that prides itself on strong community representation, leadership and governance.

Our Strategic Priorities



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Our Values and Behaviours



The role:

The purpose of this role is to ensure:

- Employees and visitors enjoy a safe and healthy environment;
- Wuchopperen remains compliant and meets its legislative obligations; and
- A strong, thriving health and safety culture exists.

The Health, Safety and Wellbeing Coordinator reports to the Manager, Human Resources and has no supervisory responsibilities.

This position works closely with other members of the Human Resources, Quality and Compliance, and Maintenance teams and maintains regular contact with health professionals, service providers and other stakeholders to ensure effective outcomes.

Key Responsibilities include:

1. Lead the development, implementation and management of a robust health safety and wellbeing management framework.
2. Provide high level, strategic workplace health and safety advice to the Executive Leadership Team, management, and staff.

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3. Lead and promote effective health safety and wellbeing projects and initiatives, including mental health and wellbeing awareness programs.
4. Partner with the wider Senior Leadership Team and individual organisational teams and programs to:
 - a. provide health safety and wellbeing advice and support to staff;
 - b. understand their specific issues and potential barriers to safety;
 - c. ensure all staff understand their legislative obligations; and
 - d. ensure leaders and staff have sufficient tools and resources to mitigate physical and psychosocial risks.
5. Collaborate and communicate effectively across the organisation to ensure a positive, strong, and sustained workplace safety culture.
6. Develop, implement and review the audit schedule and maintain legislatively compliant policies, procedures, programs, systems, and practices.
7. Lead and promote a 'risk based thinking' approach to the identification, investigation and reporting of safety hazards and unsafe working conditions.
8. Review existing controls, together with recommending corrective actions to management with a prevention, and continual quality improvement focus.
9. Maintain structured workplace health and safety governance processes, including regular Committee meetings in line with the agreed terms of reference.
10. Lead and manage workers compensation, rehabilitation and return to work processes ensuring legislative compliance and assisting the swift recovery of employees.
11. Manage and facilitate work health and safety training and development programs for staff including induction for new staff and external contractors, as required.
12. Effectively gather and analyse safety data, identifying trends to ensure evidence-based decision making and sound recommendations to management.
13. Provide regular reports detailing the progress of health safety and wellbeing objectives and performance targets.
14. Participate in organisational and community activities to advance the health and wellbeing of Aboriginal and Torres Strait Islander people.
15. Work within Wuchopperen Policies and Procedures including the Staff Code of Conduct and the Work Health and Safety requirements and contribute to continuous improvement processes to ensure compliance with relevant standards and safe, effective service delivery.
16. Other duties as required, within your skills, experience, and capacity.

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Core Capabilities

Assessment of merit for this role will be based on the knowledge, skills and experience, potential for development and personal qualities. The competencies listed below are considered to be the most critical for success in this role.

For applicants to be successful in this role, they should demonstrate:

1. A tertiary qualification in Workplace Health and Safety is essential, together with experience in a similar role. A Certificate IV in Workplace Training and Assessment is highly desirable.
2. Knowledge and understanding of Aboriginal and Torres Strait Islander societies and cultures from an historical and contemporary perspective, including the ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander people.
3. Proven ability to interpret and apply work health and safety and workers compensation legislation, standards, and guidelines, as well as experience managing rehabilitation and return-to-work processes.
4. Experience with project management (especially in a health services environment) along with developing, implementing, and maintaining legislatively compliant workplace health and safety policies, procedures and practices.
5. Demonstrated leadership ability, together with the ability to work in a multi-disciplinary team environment, prioritise and meet deadlines, deal with matters of a sensitive and confidential nature and meet organisational demands.
6. Demonstrated ability to meet and work within the core values and behaviours of Wuchopperen.

Other Requirements

- It is a condition of employment in this role for the employee to be, and remain, vaccinated against measles, mumps, rubella, varicella (chicken pox), pertussis (whooping cough) and hepatitis B
- It is a mandatory condition of employment for the Employee to be vaccinated against COVID-19. Evidence of two vaccinations must be provided before employment is confirmed.
- Please respond to the essential requirement of qualifications, registration/endorsements in your application.
- Proof of qualifications and current registration is required to be provided prior to the commencement of duty.
- The Health, Safety and Wellbeing Coordinator role is a **Specified** position. Applicants for a specified position must provide one written reference from an Aboriginal and/or Torres Strait Islander referee to support their ability to meet selection criteria 2 above.
- It is a condition of employment that all employees are holders of a current and valid 'blue card' or Working with Children Check. If you are not already a holder of a 'blue card' you

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will be required to submit an application on your first day of employment – this is at your cost. Employment cannot continue where your application is not approved, withdrawn or your 'blue card' is disqualified.

- Possession of a current Queensland "C" class driver's licence is essential for appointment, and for ongoing employment in this role.
- Commitment to work within the principles of Aboriginal and Torres Strait Islander community control including a willingness to develop the leadership of Aboriginal and Torres Strait Islander staff.
- Ability to use Microsoft products and the ability to use or willingness to gain proficiency in the client information management systems.

How to apply:

Please submit the following for the panel to assess your suitability. Applications which do not meet these requirements will not be considered.

- Your **resume**, including a comprehensive employment history, your qualifications and the contact details for at least two referees (one should be your current supervisor)
- A supporting **cover letter** of no more than two pages, outlining your experience, skills and knowledge that are relevant to the advertised role. Your written response must reflect the competencies outlined in core capabilities.
- Specified referee with application

Additional information:

- A non-smoking policy is effective in Wuchopperen's buildings, offices and motor vehicles on all Wuchopperen grounds, across all sites.
- Wuchopperen has a six (6) month probationary period for new employees.
- Employees may be required to work outside of core business hours from time to time.
- Demonstrated commitment to ongoing self-development with a focus on qualifications/skills upgrade.
- Applications must be received by 5 pm on the closing date and can be emailed to recruitment@wuchopperen.org.au