

POSITION DESCRIPTION

Position:	Director Health, Safety & Wellbeing
Division:	People & Culture
Unit:	Corporate Services
Enterprise Agreement	Victoria Public Health Sector (Health and Allied Services, managers and Administrative workers) Single Interest Enterprise Agreement
Reports to:	Executive Director – People & Culture

MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. MBPH is a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement.

MBPH provides a range of acute services in emergency, maternity, intensive care, rehabilitation, community services, psychiatric in and out patient care, palliative care, renal dialysis and chemotherapy service to the people of North West Victoria. The hospital also provides medical imaging and pathology services.

MBPH is proud to be affiliated with Monash and La Trobe Universities for the provision of undergraduate and postgraduate Medical, Nursing and Allied Health education. Affiliations also exist with other universities for clinical placement and training.




VISION





Your Hospital – We care.

MISSION

Improving the health and wellbeing of our community by providing quality health services, with care, compassion and skill.

VALUES

 Responsiveness	Responsiveness: Providing frank, timely advice to the Government; high quality services to the Victorian community; and by identifying and promoting best practice.
 Integrity	Integrity: Being honest, open and transparent; acting responsibly; reporting improper conduct; and striving to earn and sustain public trust of a high level.
 Impartiality	Impartiality: Making decisions and providing advice on merit and without bias, favouritism or self- interest; objectively considering all relevant facts and fair criteria.

 Accountability	Accountability: Working to clear objectives in a transparent manner and accepting responsibility for decisions and actions.
 Respect	Respect: Treating others fairly and objectively; ensuring freedom from discrimination, harassment and bullying.
 Leadership	Leadership: Actively implementing, promoting and supporting these values. Leadership is about positive influence, inspiring and empowering others.
 Human Rights	Human Rights: Making decisions and providing advice consistent with human rights; and actively implementing, promoting and supporting human rights.

POSITION SUMMARY

The primary purpose of this position is to provide the overall management for MBPH's occupational health and safety and WorkCover services to ensure the provision of a safe and healthy workplace at all MBPH sites and campuses.

As a member of the broader MBH OH&S Committee, the Director Health, Safety and Wellbeing will be responsible to actively engage the Health Service Representatives to make a positive contribution to safety initiatives,

KEY RESPONSIBILITIES AND DUTIES

Strategic alignment

- **Leadership** – This position will be responsible for ensuring that the team is equipped to deliver strategic goals of the organisation by managing, coaching and supporting direct reports.
- **Deliver Results** – This position will be required to contribute to the organisational strategic planning process by planning, setting and monitoring clear targets for the team plan and ensuring that projects are linked to the goals of the organisations strategic plan.
- **Service Excellence**– As part of working as one this position will contribute to providing a standard of excellence in customer service. This will be measured internally via staff surveys and externally via customer and community feedback to ensure that the organisation is delivering professional and efficient customer service.

Financial accountability

- **Analysis and Problem Solving** – This position will contribute to all clinical/ non-clinical reporting including qualitative and quantitative analysis as required accurately and within time constraints.
- **Compliance** – This position will comply with all delegated authorities and limits and actively communicate any problems, changes or issues that senior management should be aware of. It will also be conscious of the quality, risk, OH&S and other legislative requirements there are when implementing systems, processes and practices.
- **Innovation** – This position will demonstrate strong problem solving skills, including the ability to develop new processes and make improvements to processes and services.

People management accountability

- **Communicate with influence** –This position will assist in driving towards the development of a high performance culture through strong leadership. It will meaningfully interpret and communicate the organisations strategic direction and assist to create innovative work practices to assist staff with the change process.
- **Performance Management** - This position will provide regular supervision, training opportunities, coaching, mentoring and guidance to its direct reports. The incumbent will ensure that the annual performance reviews for its direct reports are completed on time. This includes being responsible for addressing issues that negatively impact performance.
- **Collaboration** – This position will develop a collaborative and effective team by communicating meaningful information regularly. The position will also manage professionally and in a timely manner any issues associated with working together such as dealing with differences, conflict, shared goals and team morale.

Occupational Health & Safety

- Oversee, direct and perform the delivery of occupational health and safety services throughout the organisation.
- Ensure service provision reflects the organisations strategic plan and direction, ensuring compliance with occupational health and safety policies, relevant Acts, Regulations and industry codes.
- Engage site leaders and health and safety representatives in best practice health, safety and wellbeing management and ensure effective WHS communication and consultation practices are implemented to drive collegiate safety and awareness.
- Manage and conduct incident investigation, including workplace bullying allegations in conjunction with People & Culture;
- Develop a health and safety dashboard to manage safety related information and metrics and use this information to review and implement corrective actions.
- Be responsible for the organisation's health and wellbeing program development and implementation, and review of existing practices.
- Ensures safe work practices are in place for contractors entering the service and volunteers understand their safety obligations.
- Develop and deliver safety related training to managers and employees and be part of regular orientation programs.
- Review, audit and amend MBPH's workplace safety management system and identify improvements to ensure legislative compliance.
- Promote a safety culture in a positive manner and gain acceptance from staff about the need to incorporate occupational health and safety principles as an integral part of their work performance.
- Coordinate occupational health and safety committees, designated workgroups and Health and Safety Representatives.
- Participate in external occupational health and safety industry groups and projects.
- Develop and analyse occupational health and safety action plans in conjunction with business managers. This includes, but is not limited to emergency response codes and business continuity plans.

Risk Management

- Establish and monitor systems and processes to ensure MBPH take all practicable steps to identify, assess, control and review any known or potential risks to workers, contractors and visitors within MBPH, including undertaking investigations of perceived or real risks.

WorkCover and Claims Management

- In conjunction with the HR team you will oversee and have input into the management and administration of all work related injuries and claims, ensuring all services provided are current and viable, including monitoring the Workcover premium impact for the workplace/business.
- Oversee the management of the Return to Work programs for MBPH.

GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct**. All staff must ensure they comply with **policies, procedures** and standard ways of work practices when carrying out their work.

Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. All staff must adhere to the policies and procedures of MBPH.

All information concerning MPBH, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital employee you have a responsibility to participate in and commit to ongoing **quality improvement** activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

KEY SELECTION CRITERIA

- Appropriate qualification in Occupational Health and Safety and Training or related discipline and minimum 5 years' experience.
- Demonstrated extensive expertise, experience and knowledge of occupational health and safety, occupational rehabilitation and claims management.
- Demonstrated high level of interpersonal skills with the ability to effectively liaise and build robust relationships with internal/external agencies and departments.
- Demonstrated knowledge of relevant Acts, Regulations and Code of Practice.
- Demonstrated ability to actively influence and promote ideas to support the development and delivery of a safety culture and safety management system.
- Demonstrated ability to manage staff and deliver outcomes whilst managing multiple and conflicting tasks.
- Demonstrated ability to prepare and implement budgets and business plans in alignment with MBPHs strategic direction.
- Proven ability to develop and implement staff related occupational health and safety training programs.
- Understanding of the synergies between work health and safety and human resource practices.

MANDATORY REQUIREMENTS

National Police Record Check

A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at MBPH.

Drivers Licence

A current Victorian driver's licence is required for this position

All Mildura Base Public Hospital sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties

and skills required. Any elements of this document may be changed at Mildura Base Public Hospital's discretion and activities may be added, removed or amended at any time.