



Manager Health, Safety & Wellbeing

South West Healthcare



About South West Healthcare

South West Healthcare is proudly one of Victoria's most established health services and is the largest sub-regional health service provider in the state. The health service provides medical, nursing, mental health, allied health and community health services spanning five local government areas with hospitals in Warrnambool and Camperdown, and another four stand-alone community health services located across the region.

This position is based in Warrnambool, situated at the end of the Great Ocean Road and just over a 3 hour drive from Melbourne. As a seaside city there is an abundance of scenic walking and riding trails located around the coastline and rivers. Warrnambool hosts a number of popular attractions and is also situated close to the Otway ranges and the Grampians, for a quick day trip or weekend away.

Temporary accommodation support is available to assist in relocation.

With a total of 296 beds (230 acute, 36 aged care and 30 mental health), South West Healthcare services a population in excess of 110,000, employing almost 1,900 staff. Warrnambool hospital (170 beds) provides acute, rehabilitation and mental health care, together with extensive outpatient and community services. Camperdown hospital services the local community and outlying Camperdown district with 60 beds providing acute, nursing home and hostel care.

South West Healthcare embraces the following values:

- Care
- Respect
- Integrity
- Excellence
- Leadership

Our Mission:

To provide a comprehensive range of high quality health and well-being services for people in South West Victoria.



Living in the South West

Situated on the Great Ocean Road, Warrnambool is surrounded by lush rural landscapes and breath-taking ocean views. With spectacular stretches of coastline, fantastic beaches and ocean views, beautiful parks and gardens, seaside walking and bike trails, visiting whales, notorious shipwrecks, unique volcanoes, great food, exhilarating sports and a thriving city centre, Warrnambool has something for everyone.

Warrnambool has a moderate climate with an average maximum summer temperature of 22°C, while the average winter maximum is 14°C.



City Access

From Melbourne, Warrnambool is a three hour drive via Geelong on the Princes Highway or the Hamilton Highway. Warrnambool has four return rail services to Melbourne on weekdays and three return services on weekends.

Community

Education needs for all ages are covered. The City's main education centres include Deakin University (Warrnambool Campus), the South West TAFE. There are kindergartens in all suburbs, 11 primary schools and four secondary schools and pre-school centres.

About The Role

Reporting to the newly appointed Executive Director People & Culture, the Manager Health, Safety and Wellbeing will proactively promote a positive healthy and safe culture in the workplace by undertaking the following responsibilities:

Safety and Risk:

- Ensure all employees, contractors and visitors are aware of their obligations in relation to Occupational Health & Safety (OHS) related legislation and regulations and monitor and report compliance;
- Identify legislative and organisational OH&S training requirements and coordinate and ensure delivery and tracking of OH&S training;
- Review and develop OH&S policies and procedures to ensure SWH meets all relevant legislation and standards;
- Administer the OH&S incident reporting system (VHIMS) and oversight reporting and investigation processes ensuring timely follow up of incident and hazard reports;
- Undertake in-depth investigation of serious incidents;
- Monitor and analyse workplace injury and incident trends. Develop and report KPI's for the OH&S Committee, Executive and the Board;
- Provide structure and guidance to Health and Safety Representatives, the OH&S Committee and the Emergency Planning Committee;
- Develop and oversee a regular audit program of all workplaces throughout SWH including external sites where SWH employees work.

Emergency Planning:

- Leadership of SWH's Emergency Planning Committee, design, develop and implement SWH's emergency response plans and training programs, including emergency operations drills;
- Facilitate emergency response and recovery training including: Emergency Response Training for all employees, Area Warden Training, Chief Warden Training and operational drills;
- Review and investigate emergency related incidents and ensure corrective actions are implemented; and
- Serve as a contact for state and local emergency response groups. Develop relationships with local fire, law enforcement, local government and other local emergency management groups;
- Maintain the Business Continuity Plans for the Warrnambool and Camperdown Hospital campuses;

- Management and co-ordination of all security functions. This includes duress alarms, intruder alarms, door alarms, smoke/fire alarms, security alarm panels, working alone or in isolation procedures, CCTV cameras, providing CCTV footage to Vic Police or others as required, door locking times and procedures and security officers;
- Monitor and communicate external changes of legislation, codes, acts and standards to all relevant SWH managers and staff;
- Provide formal reports to the Board, Department of Health, OH&S committee and other relevant committees;
- Liaise with WorkSafe and staff associations on health and safety related issues with support from the Executive Director People and Culture;
- Chair the OHS Committee and OVA Committee

Workforce Health & Wellbeing:

- In conjunction with the Senior Wellbeing Coordinator, develop and implement proactive workplace health and wellbeing programs focused on the prevention of illness and injury to foster and support a healthy, safe and resilient workforce;
- Oversee the work of the Workforce Health Nurse in delivering a coordinated employee health program, including but not limited to employee vaccination programs, proactive incident response etc.
- Ensure Worker's compensation claims are effectively managed to support successful return to work for injured workers, including leading the team to plan for and implement (in consultation with the employee, their manager and their treating health practitioner) the employee's safe return to work and take steps to prevent a recurrence or aggravation of the injury;
- Ensure all work-related issues or disputes are compliant with relevant workplace legislation;
- Establish and maintain external relationships with various service providers including SWH's Workers Compensation insurer, general practitioners, specialist medial consultants, rehabilitation providers and allied health providers;
- Ensure adequate resources are available to develop the capability of managers to adequately and consistently respond to employee incidents of illness or injury; and
- Develop/review relevant policy and procedures to ensure compliance with relevant workplace injury and compensation legislation.

Key Selection Criteria

Qualifications and Experience

- Tertiary qualifications in Workplace Health and Safety or other related discipline;
- A minimum of 5 years' experience in staff management and proven ability to provide leadership,
- A minimum of 3 years' experience in an Occupational Health & Safety role;
- Demonstrated experience in the delivery of employee wellbeing programs, and;
- Experience in Emergency Management and/or working in a similar role within a health care setting would be well-regarded.

Skills, Knowledge and Attributes

- Detailed knowledge and understanding of contemporary health and safety legislation, including hazard identification, assessment and control, and the conduct of workplace OHS inspections, audits and accident investigations.
- A good understanding of accreditation and Worksafe standards and their application in a large, complex organisation.
- Knowledge and understanding of resources and tools available to facilitate the delivery of a successful employee health and wellbeing program;
- Proven experience leading emergency management functions in a large, complex organisation.
- Highly developed interpersonal and communication skills (both written and verbal) with the proven ability to influence and negotiate outcomes, and drive change to create a strong, healthy and safe culture;
- Proven ability to develop professional and concise written communication and records including written reports, statistical analysis, training records; policy and procedure documents.
- Sound computer literacy skills as a competent user of Microsoft Word, Excel and Outlook and the demonstrated ability to use Incident Management systems or databases.
- Excellent organisational skills with the demonstrated ability to multi-task and prioritise in response to varying work requirements.
- Proven ability to work independently and collaboratively in different team environments.
- Proven ability to build and maintain excellent relationships with internal and external stakeholders, including WorkSafe Victoria.
- Excellent training package development skills and presentation experience.

Remuneration

A competitive remuneration package dependent on experience and qualifications will be negotiated with the successful applicant.

The TRP is inclusive of:

- Base Salary (Grade 6 - \$102,000 per annum) - Health and Allied Services, Managers and Administrative Workers Single Interest Enterprise Agreement
- Superannuation

Other benefits:

Salary packaging benefits are also available.

How to Apply

Applications should include a:

- Covering Letter incorporating a response to the Key Selection Criteria
- Current CV; and
- Completed Application Form (available on the HRS web site).

Applications can be lodged online via the HRS web site or by email at hrsa@hrsa.com.au

Further Information

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