

Position Title: Director Health, Safety & Wellbeing

Campus: All

Directorate: People Safety & Engagement

Department: **Health Safety & Wellbeing**

Reporting to: Chief People Officer

Direct Reports: Manager Security
HSW Manager – East
HSW Manager – West
Manager Injury Management & Workcover

Appointment Terms/Conditions:

Classification and Code: HS 8

Enterprise Agreement: *Victorian Public Health Sector (Health & Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021-2025*

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021. Drawing on a regional history of over 150 years, we provide service to over 250,000 Victorians, operate across 21 campuses and sites, and employ more than 7,000 dedicated professionals. Our values reinforce our commitment to providing high-quality, accessible healthcare services close to home. Our mission is to serve the communities of the Grampians region with comprehensive care, ensuring every individual receives the attention they deserve. For more information, visit www.grampianshealth.org.au.

Collaboration	Compassion	Accountability	Respect	Innovation
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

The Director Health, Safety & Wellbeing, reporting to the Chief People Officer, will be responsible for leadership, management and development of the Grampians Health health, safety and wellbeing framework inclusive of employee wellbeing, workers compensation, occupational health & safety including emergency management and security services. The role will support the Chief People Officer and provides expert strategic guidance and advice across health, safety and wellbeing initiatives, to ensure continual improvement in the development of a safe and healthy environment across Grampians Health campuses.

KEY ACCOUNTABILITIES

The Director Health, Safety & Wellbeing is a member of the people leadership team, responsible for the adoption of best practice in creating and maintaining an environment that supports the health and wellbeing of our over 7000 staff, volunteers, students and visitors through effective advice, collaboration and teamwork across directorates. The role will work closely with other various internal and external stakeholders including Campus leadership to implement a strategic approach to the delivery of best practice and contemporary advice and services to Grampians Health. The role will:

- Develop and implement a strategy for HSW that will support the objectives and the effective execution of the strategic plan.
- Initiate, lead and direct HSW projects including development and review of policy and procedure, frameworks and processes relevant to HSW identifying relevant targets and establishing and monitoring key performance indicators.
- Lead, conceptualise and undertake programs, in-depth analysis, reviews and benchmarking to keep abreast of emerging issues in the area of HSW, maintain knowledge currency and provide advice and thought leadership to support strategic decision-making.
- Initiate, lead and develop strong customer focused partnerships and networks with relevant directorates and internal and external stakeholders to understand their objectives and develop plans and strategies that respond to these.
- Lead appropriate governance arrangements and communication processes to inform Senior leaders both managers and staff of obligations and responsibilities under applicable legislation and regulations, and all relevant codes of practice.
- Oversee the development of a health and wellbeing framework to foster a healthy workplace.
- Support the development of a collaborative and high-performance culture within the organisation
- Provide leadership in emergency management including compliance and best practice models
- Develop a coordinated approach to different models of security services across the organisation
- Collaborate as required with the Executive team and Senior Leaders and department managers in relation to organisation wide initiatives.
- Develop and execute plans to support the objectives of the new organisation that is aligned to our strategic goals
- Ensure organisation policies, procedures and practices in line with relevant standards, regulations, legal requirements and industry best practice
- Demonstration and leadership of the values of Grampians Health.
- Assurance of a zero-harm approach to health and safety and minimise incidences of harm to employees.
- Compliance with all Grampians Health Policies and Procedures.

KEY SELECTION CRITERIA

Qualifications

- Tertiary and post graduate qualification in a relevant discipline
- At least five' years experience in a relevant role at a senior level.

Technical/Professional Knowledge and Skills

- Proven, experience in effectively leading functions with an emphasis on health & safety, quality, risk or related area

Personal attributes

- Demonstrated experience in working with a leadership team to engage with and inspire the workforce to create sustainable positive organisational culture.
- Demonstrated strong values driven leadership skills with a commitment to working collaboratively to achieve agreed organisational vision and objectives utilising an evidence-based quality approach.
- Evidence of highly developed interpersonal, communication and negotiation skills with experience in developing and maintaining collaborative partnerships and stakeholder relationships both internally & externally (including members of Executive, staff, volunteers, community and service providers).
- Demonstrated sound knowledge of contemporary people management issues and practices.
- Demonstrated ability to meet agreed goals and timeframes in a rapidly changing environment.

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary a NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The

performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.