



North Metropolitan Health Service  
**Job Description Form**

HSS Registered February 2019

**Occupational Safety and Health Manager - OSH**

**Health Salaried Officers Agreement: G-8**

**Position Number: 007381**

**Occupational Safety and Health  
 North Metropolitan Health Service**

**Reporting Relationships**

Area Director Workforce  
 HES Level: Grade A - Corporate  
 Position Number: 000782



Director Occupational Safety and Health  
 Position Number: 002102



**This Position**



← Also reporting to this supervisor:

- Occupational Physician
- Manager – Injury Management
- Occupational Health Nurse
- Secretary

Directly reporting to this position:			Other positions under control
	<b>Classification</b>	<b>FTE</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
Senior OSH Consultant	HSO G-7	1.0	
OSH Consultant	HSO G-6	4.0	

**Prime Function/Key Responsibilities:** Leads a team providing specialist advice and effective coordination of Occupational Safety and Health (OSH) services in collaboration with OSH Manager – IM to provide integrated OSH/IM services across North Metropolitan Health Service (NMHS). Provides specialist OSH advisory and consultancy service to senior managers and other staff. Provides advice and support to Executive in the management of OSH matters at both operational and strategic level. Formulates, delivers and evaluates OSH programs consistent with goals of the organisation.

## **Brief Summary of Duties**

### **1. Leadership and Management**

- 1.1 NMHS OSH Department strategic planning and project work as required.
- 1.2 Manage and supervise the OSH team, provide leadership, establish and maintain professional standards in OSH and IM.
- 1.3 Establish strategic and effective relationships with key stakeholders including Executive, senior management to promote, coordinate and develop strategies to enhance OSH service delivery within NMHS.
- 1.4 Liaise with operational managers to ensure appropriateness of OSH initiatives and monitors their effectiveness.
- 1.5 Support and assist NMHS Injury Management and OSH Nursing staff as required.
- 1.6 Facilitate the systematic evaluation of OSH services and develop strategies for continuous improvement of the NMHS OSH program.
- 1.7 Implement and maintain performance management systems to support the ongoing development of individual and team performance and skills.

### **2. Occupational Safety and Health**

- 2.1 Responsible for the overall management of the OSH programs including the coordination of service delivery and evaluation of OSH services provided by NMHS OSH staff.
- 2.2 Provide specialist advice and consultancy service to Executive / Senior Management, employees and other relevant stakeholders on complex OSH issues.
- 2.3 Review, develop and coordinate the implementation of OSH policies, procedures and practices in accordance with organisational objectives and relevant legislative and government policy.
- 2.4 Provision of specialist advice and support to managers to meet their OSH responsibilities in accordance with legislation.
- 2.5 Formulate and provide executive and senior management with performance and risk reports relevant to their area of responsibility.
- 2.6 Ensure appropriate reports and statistics are maintained in accordance with legislative requirements.
- 2.7 Liaise with other hospitals, government agencies, regulatory body, relevant stakeholders and professional institutions on OSH issues and represent NMHS at forums/committees in OSH matters.
- 2.8 Coordinate safety training programs to support employees, safety and health representatives and managers.

### **3. NMHS Governance, Safety and Quality Requirements**

- 3.1 Promote, as far as practicable, the provision of a safe work environment in consultation with staff under their supervision.
- 3.2 Participate in an annual performance development review and undertake performance development review of staff under their supervision.
- 3.3 Support the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 3.4 Complete mandatory training (including safety and quality training) as relevant to role.
- 3.5 Perform duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Abide by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### **4. Undertakes other duties as directed.**

## Work Related Requirements

### Essential Selection Criteria

1. Tertiary qualifications in Occupational Safety and Health or relevant health field, and extensive experience in the delivery, management and supervision of Occupational Safety and Health consultancy within a large multidisciplinary service organisation.
2. Demonstrated experience in the interpretation and practical application of legislative and regulatory requirements in the area of Occupational Health and Safety.
3. Comprehensive knowledge and understanding of contemporary Occupational Safety and Health and risk management theory and practice with an understanding of current health industry issues.
4. High level communication and interpersonal skills with proven ability to consult, facilitate, negotiate and maintain effective relationships with a range of internal and external stakeholders including senior management.
5. Highly developed conceptual and analytical ability, including the ability to evaluate information, identify issues and trends and plan and recommend appropriate strategies.
6. Demonstrated capacity to effectively lead and manage a team, manage a diverse workload and meet deadlines.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

### Desirable Selection Criteria

1. Post-graduate qualifications in a relevant discipline or significant progress towards a post-graduate qualification would be highly regarded.

### Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

## Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

### Manager/Supervisor

Name:  
Signature/HE:  
Date:

### Dept./Division Head

Name: Dr E Lee  
Signature/HE: 47612  
Date: 20 February 2019

### Position Occupant

Name:  
Signature/HE:  
Date: