



HSS REGISTERED

Director Work Health and Safety

Health Salaried Officers Agreement: G-12

Position Number: CG008307

Occupational Safety and Health – Workforce Directorate

North Metropolitan Health Service

Reporting Relationships

Executive Director Business and Performance
HES Grade C - Corporate
Position Number: 007998



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



This Position



← Also reporting to this supervisor:

- Director HR, HSO G-12, 2.0 FTE
- Director IR, HSO G-12, 1.0 FTE
- Manager Workforce Planning, G-11, 1 FTE
- Snr Project Officer, G-8, 1.0 FTE
- Snr HR Consultant - Classifications. & Projects, G-7, 1.0 FTE
- Workforce Support Officer, G-5, 1.0 FTE
- HR Officer, G-4, 1.0 FTE

Directly reporting to this position:		
Title	Classification	FTE
Manager OSH	HSO G-8	1.0
Manager Injury Management	HSO G-8	1.0
Occupational Health Physician	AMA MP	TBD
Clinical Nurse Consultant	SRN 2	1.0

Other positions under control
<ul style="list-style-type: none"> • Various

Prime Function / Key Responsibilities

Provides strategic leadership and direction for the provision of the work health and safety (WHS) program for the North Metropolitan Health Service (NMHS). Leads the NMHS Occupational Safety and Health (OSH) Department, encompassing OSH, injury management, workers' compensation, ergonomics and wellness. Ensures WHS services are aligned and implemented to meet strategic organisational priorities and is consistent with relevant legislation, standards, policies and frameworks.

Brief Summary of Duties

1. Leadership and Management

- 1.1 Leads, develops and manages the NMHS OSH Department, ensuring the implementation of appropriate, contemporary and timely strategies to meet objectives, priorities and mitigate risks.
- 1.2 Leads the development and implementation of a new model of service delivery for the WHS function across NMHS.
- 1.3 Responsible for the development and implementation of a wellness program across NMHS.
- 1.4 Responsible for the development and implementation of strategic risk management frameworks to manage critical WHS risks including workplace violence and aggression and chemical safety across the organisation.
- 1.5 Ensures the service is aligned and compliant with the NMHS strategic direction and consistent with Public Sector Commission requirements, regulatory framework, policies and relevant legislation.
- 1.6 Maintains overall focus on service delivery including client contacts and management, system improvement and quality assurance and improvement.
- 1.7 As a member of the NMHS Workforce leadership team, contributes to the strategic management and leadership of the Workforce Directorate.
- 1.8 Provides strategic and timely advice on WHS matters to NMHS senior management.
- 1.9 Ensures the delivery of a high quality customer focussed service, ensuring practices are consistent with relevant policies, standards and legislation.
- 1.10 Identifies WHS risks and develops appropriate mitigation strategies.
- 1.11 Responsible for ensuring continuous improvement initiatives are implemented across the WHS function.

2. Operational (Program) Responsibilities

- 2.1 Initiates, implements and evaluates contemporary WHS strategies based on best practice research to support the achievement of the NMHS strategic and operational objectives.
- 2.2 Establishes and maintains effective working relationships and strategic alliances with internal and external stakeholders, including the executive leadership team, relevant committees and other organisations (public and private) to promote the effective implementation and management of WHS strategies and procedures across the NMHS.
- 2.3 Provides high quality technical support and advice on WHS, injury management and workers' compensation.
- 2.4 Initiates, implements and evaluates an appropriate WHS reporting framework to inform executive and management in decision making.
- 2.5 Leads specialist cross-functional project teams to develop and deliver continuous improvement services and systems.
- 2.6 Develops, manages and maintains related policies and procedures for the application of WHS across the NMHS.
- 2.7 Represents the NMHS on internal and external committees and working parties on strategic issues that relate to workforce planning and strategy.
- 2.8 Prepares responses to parliamentary questions, briefing notes and general correspondence in relation to work health and safety for the Area Director Workforce and other relevant stakeholders.

3. NMHS Governance, Safety and Quality Requirements

- 3.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 3.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 3.3 Supports 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 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Abides 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. Extensive experience at a senior level in the delivery and management of contemporary work health and safety programs in a large and complex organisation or substantial experience at a senior level in the delivery and management of contemporary work health and safety programs in a large and complex organisation and possession of a tertiary and/or post-graduate qualification in Occupational Safety and Health or a related discipline.
2. Highly developed knowledge and understanding of contemporary work health safety and injury management legislation, best practice and service delivery.
3. Highly developed communication (oral and written) and interpersonal skills including the ability to effectively consult, negotiate and influence at a senior level.
4. Highly developed analytical, conceptual and problem solving skills with a proven ability to provide innovative solutions to complex issues in a contemporary work health safety context.
5. Significant demonstrated experience in the development and implementation of policies and strategies to address key gaps and emerging risks in a safety management framework.
6. The ability to work constructively and collegially as a member of a management team with the capacity to establish networks and communicate effectively with a diverse range of stakeholders both internal and external to NMHS.
7. Demonstrated experience in risk management and prevention, and quality improvement functions within a changing environment in accordance with all relevant legislation.
8. Current knowledge of legislative and other regulatory requirements in the areas of equity and diversity, disability services and occupational safety and health and how these impact on employment, people management and service delivery.

Desirable Selection Criteria

1. Experience in the delivery and management of Occupational Safety and Health in a large hospital/healthcare setting.

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:
Signature:
Date:

Position Occupant

Name:
Signature:
Date: