



**HSS REGISTERED**

**Director Work Health & Safety**  
**Health Salaried Officers Agreement Level G-12**  
**Position Number: 603277**  
**Workforce**  
**East Metropolitan Health Service**

**Reporting Relationships**

Chief Executive  
East Metropolitan Health Service



Area Director, Workforce  
HES A  
Position Number: 602767



**This Position**



Directly reporting to this position:

Title	Classification	FTE
• Manager Occupational Safety & Health	HSS G-8	1.0
• Manager Injury Management	HSS G-8	1.0

← Also reporting to this supervisor:

- Director Human Resources, HSO Level G-11, 1.0 FTE
- Director Industrial Relations HSO Level G-12, 1.0 FTE
- Director Learning & Development G-10, 1.0 FTE
- Manager Integrity and Ethics HSO Level G-10
- Executive Assistant, HSO Level G-4, 1.0 FTE

**Key Responsibilities**

- Provides strategic leadership and direction for the provision of the work health and safety program for the East Metropolitan Health Service (EMHS).
- Ensures the service is aligned and compliant with the EMHS strategic direction and is consistent with relevant legislation, standards, policies and frameworks.

## EMHS Vision and Values

### Our Vision

***Healthy people, amazing care.  
Koorda moort, moorditj kwabadak.***

**Healthy people** refer to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

**Amazing care** reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

### Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

## Brief Summary of Duties (in order of importance)

### 1. Leadership

- 1.1. Leads, develops and manages the Work Health Safety (WHS) service for the EMHS, ensuring the implementation of appropriate, contemporary and timely strategies to meet objectives, priorities and mitigate risks.
- 1.2. Ensures the service is aligned and compliant with the EMHS strategic direction and consistent with Public Sector requirements, regulatory framework, policies and relevant legislation.
- 1.3. Maintains overall focus on service delivery including client contacts and management, system improvement and quality assurance and improvement.
- 1.4. As a member of the EMHS Workforce leadership team, contributes to the strategic management and leadership of the Workforce Directorate
- 1.5. Provides strategic and timely advice on WHS matters to EMHS senior management.
- 1.6. Ensures the delivery of a high quality customer focussed service, ensuring practices are consistent with policies and relevant legislation.
- 1.7. Identifies risks and develops appropriate mitigation strategies.
- 1.8. Responsible for ensuring continuous improvement initiatives are implemented.

### 2. Operational (Program) Responsibilities

- 2.1. Initiates, implements and evaluates contemporary work health and safety strategies based on best practice research to support the achievement of the EMHS 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 work health and safety strategies and procedures across the EMHS.
- 2.3. Provides high quality technical support and advice on work health and safety, 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 work health safety
- 2.7. Represents the EMHS 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 Executive Director Workforce and other relevant stakeholders.

### 3. EMHS 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, East 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. Other duties as directed

## Work Related Requirements

### Essential Selection Criteria

1. Extensive experience in the delivery and management of contemporary work health and safety programs in a large organisation.
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. Demonstrated experience in effectively leading and managing a team.
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 EMHS.
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. Possession of tertiary qualifications in Occupational Health and Safety or a related discipline.
2. Experience in the delivery and management of Occupational Health and Safety 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	or	HE Number	Date
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Dept. / Division Head Name	Signature	or	HE Number	Date
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**As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.**

Occupant Name	Signature	or	HE Number	Date
Effective Date				

### HSS Registration Details (to be completed by HSS)

Created on	April 2019	Last Updated on	April 2021
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