



POSITION DESCRIPTION

Manager, Wellbeing and Safety

Reports to: Head of People & Culture
Classification: PACCT 8

Department: HR Services
Location: Mildura

About SuniTAFE

SuniTAFE is an award winning large provider of vocational education and training in north-west Victoria.

We are well positioned, with our campuses located in Mildura and Swan Hill, to orchestrate the continued delivery of excellent education and training in this region. We have experienced trainers, teachers and community providers offering qualification across a range of courses and customised skill set training covering multiple sectors relevant to the community and stakeholders.

Our Values

SuniTAFE's values and behaviours ensure quality education outcomes by setting out the kind of organisation we are, what is important to us collectively, and how we work to achieve success.



Primary objectives

- Define, lead, and manage SuniTAFE's dynamic wellbeing and psychosocial risk management program.
- Define, lead and manage SuniTAFE's occupational health and safety program, including

- compliance and audit functions, to meet legislative requirements.
- Provide management and the Board with creative and innovative strategies to promote wellbeing, mental health, with the inclusion of cultural safety in support of SuniTAFE's Strategic Plan and build a strong reputation/brand.
- Drive the development and implementation of a comprehensive framework for assessing and managing psychosocial risk.
- Oversee and enhance services provided to staff and managers, including psychosocial risk advisory, risk assessments, wellbeing checks, suicide prevention/postvention, family and domestic violence, support for staff involved in complex situations, and the employee assistance program.

Position summary

Under the broad direction of the Head of People and Culture, the Manager, Wellbeing and Safety provides leadership and drives the strategic approach to safety and wellbeing, including psychosocial health and safety for staff across SuniTAFE.

The role leads the planning, development, implementation and evaluation of strategies and initiatives which strengthen and build staff health and safety, including but not limited to mental health, cultural safety, resilience, flexibility and adaptability, and contributes to creating a positive wellbeing and safety culture within SuniTAFE.

Key responsibilities

1. Wellbeing and Psychosocial Safety

- Define and lead the implementation of the SuniTAFE Wellbeing Program, aligning it with SuniTAFE's Strategic Plan.
- Collaborate with internal and external stakeholders to foster a culture of wellbeing and psychosocial risk management.
- Develop and implement a dynamic comprehensive framework for assessing and managing psychosocial risk.
- Identify, develop and implement new policies and/or procedures and/or review current policies and procedures to support and strength staff wellbeing
- Oversee SuniTAFE's Employee Assistance Program, including monitoring its effectiveness.

2. Occupational Health and Safety

- Lead SuniTAFE's Occupational Health and Safety Program, ensuring strategic alignment, and compliance with legislative provisions.
- Identify, develop and implement the Occupational Health and Safety Framework, including development and/or review of policies and procedures, and occupational safety risk management assessment and mitigation tools.
- Oversee the management and maintenance of the SuniTAFE OHS reporting system.

- Lead the implementation of the OHS Audit Program and implement changes needed to improve compliance.
- Manage the SuniTAFE Corporate OHS Committee.
- Lead the provision of injury management and return to work services.
- Deliver a meaningful suite of measurements and reports and provide regular analysis and interpretation of OHS reporting to management, ELT and the Board.

3. Initiatives and Communication

- Lead the planning, design and implementation of a range of internal staff communication strategies aimed at strengthening and building staff safety and wellbeing.
- Develop and implement a strategic approach to promoting and raising awareness about safety and wellbeing at work.
- Lead the identification, coordination and delivery of safety and wellbeing focused events.

4. Provide Leadership

- Provide advice to managers and the executive leadership team regarding staff safety, wellbeing and psychological hazards.
- Coach and mentor managers to identify and address workplace safety and psychological hazards through ongoing training and capability building opportunities.
- Lead and support change management initiatives to support staff safety and wellbeing and safety.
- Provide leadership to the OHS Consultant and ensure their performance supports the delivery of the safety and wellbeing function.

5. Act in accordance with SuniTAFE values – Relationships, Integrity, Accountable and Improvement including:

- Provides exceptional customer service to all internal and external stakeholders of the Institute and ensures a positive first impression for Institute visitors at all times.
- Actively participates in all relevant training provided to assist in the implementation of new systems or processes across the Institute.
- Actively participate in the Institute's annual Workplan and Performance Review process.
- Participate in all team based activities and meetings within the Business Unit, and attend divisional and other meetings as required.
- Complies with OH&S and EEO legislation;
- Ensure compliance with SuniTAFE's Staff Code of Conduct, Child Safety Policy and Child Safety Procedures at all times.
- Prepared to undertake further courses of study, annual OH&S, EEO, Cultural Diversity and/or identified mandatory professional development programs or training relevant to the position as necessary.

- Reports to work as scheduled with a willingness to work flexible hours according to business needs.
- Demonstrates a willingness to adopt change and new initiatives.
- Represents the Institute professionally at all times.
- Actively promotes and encourages a service culture within the team.
- Communicates any opportunities to improve service delivery and make recommendations on steps to make agreed improvements.
- Actively encourages and promotes effective communication and strong working relationships within the team / Institute.
- The incumbent can expect to be allocated duties not specifically mentioned in this document but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
- Actively prevent fraud and corruption.

Knowledge, skills and abilities

QUALIFICATIONS & EXPERIENCE:

- Relevant Degree / post graduate qualification and experience in psychology, health and safety or similar and experience; or management and leadership experience; or an equivalent combination of relevant management and leadership experience.

SKILLS & ABILITIES:

- Experience in leading and managing well being programs.
- Experience in leading and managing the occupational health and safety function of an organisation.
- Experience in developing communication and development strategies to strengthen well being and occupational safety.
- Knowledge of relevant legislation and policy in relation to OHS, return to work and injury management.
- Demonstrated high-level written and verbal communication skills, sensitivity, and integrity in order to liaise, consult and resolve issues.
- Ability to critically analyse issues/situations and develop innovative mechanisms to resolve complex organisational issues.
- Ability to build and manage effective working relationships.

Organisational relationships

Subordinates	Key Relationships	
	Internal	External
	<ul style="list-style-type: none"> Executive Leadership Team Department Managers 	<ul style="list-style-type: none"> WorkSafe Victoria OTCD/DJSIR

Key selection criteria

- Relevant Degree / post graduate qualification and /or management and leadership experience
- Experience in leading, developing and evaluating dynamic work, health and safety and/or well being programs
- Demonstrated high-level written and verbal communication skills
- Critical thinking skills to foster creative and innovative solutions
- Coaching and mentoring skills to build managers capability to resolve well being hazards/risks
- Understanding of the VET sector

The successful candidate will be required to provide:

- *A successful criminal record check which is less than 6 months old; and*
- *A Victorian working with children check.*

Additional Information

- SuniTAFE supports Equal Employment Opportunity and actively encourages Indigenous applicants to apply.
- SuniTAFE promotes the safety, wellbeing and inclusion of all children including those with a disability.
- Position, requirements, classification skill level required and conditions in accordance with Sunraysia Institute of TAFE (PACCT) Enterprise Agreement 2021.