



POSITION DESCRIPTION

Manager, Workplace Health, Safety & Wellbeing

Reports to: Head of People and 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 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 implementation of a comprehensive risk framework for assessing and managing psychosocial risk.
 - Oversee and enhance services provided to staff and managers, including the employee assistance program, induction, reward and recognition, onboarding and offboarding of staff.

Position summary

Under the broad direction of the Head of People and Culture, the Manager, Workplace Health, Safety and Wellbeing provides leadership and drives the strategic approach to workplace health, safety and wellbeing across SuniTAFE.

Key responsibilities

1. Work Health and Safety Systems

- Lead the development and implementation of the WHS management system and supporting documents.
- Coordinate hazard identification processes and promote effective reporting systems across all campuses.
- Facilitate risk assessments and workplace inspections, including follow-up actions and verification of control effectiveness.
- Coordinate and monitor key WHS programs, including student and staff induction, chemical management, contractor management, driving safety, electrical safety, manual handling, plant and equipment safety and PPE.
- Support consultation and participation mechanisms (HSRs, committees and worker engagement) to strengthen shared ownership of safety.
- Monitor WHS performance, analyse trends and prepare reports.
- Plan and support internal system audits and contribute to continuous improvement.

2. Incident Management

- Provide guidance and coordination for the management of all incidents, including injuries / illness, near misses, dangerous and critical incidents, and property / environmental events.
- Support immediate response arrangements, including first aid, hazard controls, and securing affected areas / equipment.
- Coordinate timely incident reporting using organisational systems.
- Support internal escalation and external notification where required, including statutory notifications to WorkSafe.
- Lead and support incident investigations ensuring appropriate worker involvement and identification of contributing factors.
- Coordinate corrective and preventive actions based on risk, including assignment, tracking, verification and close out.
- Maintain incident documentation and correspondence in accordance with organisation and legislative requirements.

3. Emergency Management

- Develop, implement and review Emergency Management Plans covering credible scenarios and site-specific risks.
- Define and document emergency response arrangements, including roles / responsibilities, command structures, resources and critical information.
- Coordinate training, communication and awareness activities to ensure preparedness across the organisation.
- Plan, schedule and facilitate testing, drills and exercises, and drive actions arising from outcomes.
- Support incident response coordination as required and contribute to recovery and post-emergency activities.
- Maintain a cycle of review and continuous improvement for emergency arrangements.

4. Wellbeing

- Support the identification, assessment and control of psychosocial hazards and contribute to a mentally healthy workplace.
- Contribute to employee wellbeing processes across the employee lifecycle, including onboarding and offboarding.
- Support capability development and training activities that build wellbeing and safety competence across leaders and teams.
- Promote and support access to the Employee Assistance Program (EAP) and other wellbeing supports.
- Support delivery and analysis of the Wellbeing Pulse Checks and People Matter Survey .

5. Initiatives and Communication

- Lead the planning, design and implementation of a range of internal staff communication strategies and events to support workplace health, safety and wellbeing.
- Develop and implement a strategic approach to promoting and raising awareness about workplace health, safety and wellbeing.

6. Provide Leadership

- Provide advice to managers and the executive leadership team regarding workplace health, safety and wellbeing
- Coach and mentor manager to identify and address workplace health, safety and wellbeing 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 Committee, Safety Management Meeting, safety staff to support the delivery of the workplace health, safety and wellbeing.

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

- Provide 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 participate 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.
- Comply with OH&S and EEO legislation;
- Ensure compliance with Code of Conduct, Child Safety Policy and Child Safety Procedures at all times.
- Demonstrates a willingness to adopt change and new initiatives.
- Actively prevent fraud and corruption.

Knowledge, skills and abilities

- 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 the Workplace Health, Safety and Wellbeing function of an organization.
- Demonstrated high-level written and verbal communication skills, sensitivity, and integrity in order to liaise, consult and resolve issues.
- Ability to critical analysis issues/situation and develop innovative/creative mechanisms to resolve
- Ability to build and manage effective working relationships.

Organisational relationships

Subordinates	Key Relationships	
Senior Consultant – OHS	Internal	External
	<ul style="list-style-type: none"> • Executive • Department Managers 	<ul style="list-style-type: none"> • WorkSafe Vic • OTCD / DJSIR

Key selection criteria

- Relevant Degree / post graduate qualification and /or management and leadership experience
- Experience in leading, developing and evaluating dynamic workplace health and safety and wellbeing systems
- 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*
- *A 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, requirement, classification skill level required and condition in accordance with Sunraysia Institute of TAFE (PACCT) Enterprise Agreement 2023.