

Position Description

Position title	HR Senior Partner - Health & Safety
Document ID	
Program/Unit	Human Resources
Term	Full time
Classification	
Position reports to	HR Manager, Work Health & Safety

Organisational context

Established in 1997, MacKillop Family Services (MacKillop) strives to ensure all families are supported to provide children with a safe and permanent home, and the best possible start to their lives.

Continuing the child and family welfare programs of our three founding agencies – the Sisters of Mercy, the Sisters of St Joseph and the Christian Brothers – we provide early intervention programs to support the most vulnerable families, and provide education, disability support, home-based care and out of home care for vulnerable children and young people in Victoria, NSW and WA.

MacKillop has almost 1,500 staff, operating out of more than 50 sites, and has forecast annual revenue for the 2019/20 financial year of over \$145 million.

Just like our founders, we are deeply committed to our work, and are driven by social justice. We believe every child should be protected from abuse, neglect and exploitation, and are a child-safe organisation that is committed to protecting and advocating for the best interests of children and families across all our programs.

Our work is underpinned by our values, and by a deep understanding of the impact of trauma, informed by the Sanctuary Model. Sanctuary is a blueprint for organisational change, which supports organisations to provide a safe, non-violent environment for people affected by trauma. It also supports staff and carers to form communities that are safe and caring, and to maintain a culture that reflects these qualities at every level within the organisation. MacKillop is the only licensed provider of training in the Sanctuary Model in Australia.

Our vision

All children, young people and families are safe, thriving and connected to culture and community. MacKillop Family Services will care compassionately, respond large-heartedly and advocate courageously.

Our values

Justice: We believe in the right of all people, regardless of belief or culture, to be treated justly and fairly;

Hope: We commit to creating an atmosphere of hope where people find meaning in their experiences and relationship;

Collaboration: We commit to working in a collaborative spirit through cooperation, coordination, and partnership;

Compassion: We commit to creating an attitude of openness to others and to their circumstances; and

Respect: We seek to listen and learn from each other and to build relationships with respect.

Position purpose

The HR Senior Partner - Health & Safety is an integral role in the organisation and is responsible for the delivery of health & safety initiatives to achieve MacKillop's strategic and operational, work, health & safety objectives.

This position is a key role in the Work Health & Safety team.

As a member of the broader Human Resources team, the HR Senior Partner - Health & Safety contributes to embedding Sanctuary and work in a collaborative and collegiate manner in the development and implementation of the HR strategic and operational plans.

Primary objectives

The HR Senior Partner - Health & Safety is responsible for conducting audits, hazard identification and implementation controls to achieve MacKillop's strategic work, health & safety and operational outcomes.

The HR Senior Partner - Health & Safety will provide specialised knowledge of workplace hazard identification and analysis, along with a detailed understanding of work health and safety risk management principles and their application in complex and diverse settings that include the residential care of young people with high risk behaviours.

Key result areas and responsibilities

The HR Senior Partner - Health & Safety

- Actively drive consistent Work Health & Safety standards and procedures along with influencing innovative WHS solutions
- Provide direction and subject matter expertise for the implementation of Safety and Wellbeing related training including Hazard & Risk Management, Manual handling and Safety leadership
- Conduct site inspections, audits, ergonomic checks, hazard identification and implement controls with the operations team
- Proactively assist managers to implement MacKillops safety management system and influence outcomes
- Communicate WHS information, engage and consult with Local Practice teams
- Monitor and manage near miss incident investigation outcomes
- Be an active and inspirational contributor to the work health and safety team
- Report on lead and lag WH&S performance statistics

- Provide detailed knowledge of all legal processes for WH&S compliance, workers compensation law and common law liability, along with a detailed knowledge and understanding of emergency and critical management principles
- Analyze complex WH&S and workers compensation problems.
- Develop policies in WH&S and workers compensation
- Coordinate actions arising from Fire and Emergency Governance forum
- Undertake duties as required

Key selection criteria

- Tertiary or minimum Cert IV Workplace Safety Qualifications or equivalent level of expertise gained from a combination of experience, training, professional accreditation and qualification
- An extensive understanding of multiple workplace hazards and the detailed principles of their identification and analysis, along with a detailed understanding of all principles of work health and safety risk management and their application in a complex diverse setting;
- Detailed knowledge of all legal processes for WH&S compliance, workers compensation law and common law liability, along with a detailed knowledge and understanding of emergency and critical management principles
- Demonstrated experience in high level negotiation skills and the ability to resolve complex issues.
- Demonstrated ability to analyse complex WH&S and workers compensation problems. Demonstrated ability to develop policies in WH&S and workers compensation.
- Highly effective written and oral communication skills in a wide range of forums such the WH&S Management and Occupational Health and Safety Committee environments as well as high level training facilitation skills
- Current Building Fire Safety Advisor, Rehabilitation and Return to Work Coordinator and Advanced First Aid qualifications
- Ability to participate collaboratively and constructively within teams of peers, staff and other stakeholders, as well as initiative and effective personal judgement when working alone.
- Excellent interpersonal skills, with a demonstrated capacity to work collaboratively with others and exercise influence in a diversity of contexts.
- Minimum 3- 5 years WHS experience
- Ability to work unsupervised
- Exceptional communication skills both verbal & written
- High-Level report writing standards
- Excellent Organisational & time management skills

- High computer literacy (excellent experience and skill in Microsoft Office)
- An outgoing, solution-focused outlook with a sense of humour

Other information

The incumbent is required to:

- Sign and actively abide by MacKillop's Code of Conduct.
- Observe and actively support MacKillop's P.8 People and Workplace Policy.
- Attend mandatory and other training as required.
- Actively participate in MacKillop's Bid Management process as required.
- Participate in and promote continuous quality improvement processes.
- Promote an environment that is culturally safe and strengths focussed.
- Abide by principles and commitments of the Sanctuary Framework.

The incumbent must possess a:

- Valid and current Victorian Driver's Licence.
- Valid and current Victorian Working with Children Card.
- Satisfactory criminal history check conducted by MacKillop Family Services.

Approval

• Approver's full name:		Date:	
Approver's position title:			
Incumbent's full name:			
Incumbent's signature:		Date:	



MacKillop Family Services acknowledges Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the Traditional Owners and Custodians of the land on which we live, work and play. We pay our deep respects to Elders past and present and acknowledge all Aboriginal children, young people, families and staff who are a part of MacKillop Family Services.