



# Coordinator Workplace Health, Safety & Wellbeing

Bayside City Council

Success Profile – May 2020



## Table of Contents

Advertisement for Coordinator Workplace Health, Safety & Wellbeing .....	3
About Bayside City Council.....	4
Bayside City Council’s Vision and Values .....	5
Organisation Structure.....	6
Role Overview .....	7
About the Opportunity .....	8
For further information or a confidential discussion .....	13



## Advertisement for Coordinator Workplace Health, Safety & Wellbeing

- Bring a contemporary approach to health, safety and wellbeing
- Embed an effective health, safety and wellbeing culture across the organisation
- Partner with the business to uplift capability and responsibility

Bayside City Council is a unique municipality renowned for its natural environment, 'village feel' and low density living located south of Melbourne's CBD. Home to over 100,000 residents, Bayside City Council's enduring purpose is extraordinary places, thriving communities, better futures. They are a progressive council with a vision to become a sector-leading organisation delivering outstanding customer experience and community outcomes. A unique opportunity has become available for a Risk Management Coordinator to impact lasting change at Bayside.

Find out more about Bayside City Council here: <https://www.bayside.vic.gov.au/>

Reporting to the Manager Commercial Services, this role is pivotal in providing strategic advice to the Executive to ensure the delivery of a best practice health, safety and well-being strategy. Concurrently the Coordinator will lead a culture improvement program that will embed the health, safety and wellbeing strategy into all facets of operations and for all Bayside employees, contractors and the community. Furthermore, the Coordinator Workplace Health, Safety and Wellbeing will:

- Support the organisational response to COVID-19 ensuring a COVID safe workplace
- Manage WorkCover insurance and develop and support work place practices to improve outcomes for employees with effective RTW and claims management service;
- Coordinate, lead and build capability for OHS Committee, Health and Safety Representatives, emergency management, wardens and first aiders;
- Develop and deliver the Wellbeing Program.

To be considered for this influential role, Bayside City Council are seeking an energetic, engaging and credible health, safety and wellbeing professional who has experience within the broader public sector (including statutory authorities and the health sector). You are renowned for you exceptional stakeholder engagement skills and ability to partner with all levels of an organisation to bring them on a journey of change. You will bring a contemporary edge and strategic foresight to influence how the business views health, safety and wellbeing as well as an innovative lens to reporting, contract management and self-insurance and legislative outcomes.

This is a fantastic opportunity to elevate and contemporise health, safety and wellbeing practices that make Bayside City Council an organisation that stands out from the crowd.

## About Bayside City Council

Bayside City Council is a unique municipality renowned for its natural environment, 'village feel', and low density living located south of Melbourne's CBD.

Home to over 100,000 residents, Bayside City Council's enduring purpose is; extraordinary places, thriving communities, better futures. Our purpose is underpinned by a vision to become the sector-leading organisation delivering outstanding customer experience and community outcomes.

Bayside Council is an equal opportunity employer, committed to providing an accessible and safe working environment that embraces and values child safety, diversity and inclusion.

The City of Bayside is located on the eastern shore of Port Phillip Bay, 9 kilometres from Melbourne's CBD. It covers the suburbs of Beaumaris, Black Rock, Brighton, Hampton, Hampton East, Sandringham and parts of Brighton East, Highett and Cheltenham.

Our offices are located in Sandringham. Staff have access to permit parking. Sandringham train station is a 15-minute walk, or you can catch the 600-bus from the station. We also offer a locked bike storage facility and showers to encourage staff to ride to work.





## Bayside City Council's Vision and Values

We have developed a purpose, vision, goals and values to guide our organisation and achievement of our Council Plan and our major strategies.

We exist to create extraordinary places, thriving communities and better futures.

We have created a vision that by 2024 we will be the sector-leading organisation delivering outstanding customer experience and community outcomes.

We will achieve our 2024 vision through the following goal areas:

- We are focused on customers
- We are connected
- We are leaders
- We deliver

Our staff hold each other accountable to our shared values and behaviours:

- Respect each other
- Own it
- Work together
- Find better ways





## Organisation Structure

Our organisational structure includes 5 divisions headed by directors.

### Divisions

The 5 key organisational areas of Council are:

- The CEO Division
- The City Planning and Amenity Division
- The Community and Customer Experience Division
- The Corporate Services Division
- The Environment, Recreation and Infrastructure Division

These collectively comprise the major operational activities including services to the community, business, and governance functions necessary for an effective and publicly accountable body.

The Chief Executive Officer manages the staff and resources of the Council, as determined by the Victorian Local Government Act. Operational responsibilities for the organisation reside with the Chief Executive Officer. In turn, the Chief Executive Officer is employed by and reports to the elected Council.

### CEO and Executive Team

- Mick Cummins – Chief Executive Officer
- Jill Colson – Director Corporate Services
- Adam McSwain – Director Environment, Recreation and Infrastructure
- Hamish Reid – Director City Planning and Amenity
- Bryce Craggs – Director Community and Customer Experience
- Katherine Tozer – Executive Manager People and Strategy

### Organisation Strategy

#### We are Connected

- We work together as 'One Bayside' to deliver the best outcomes for customers and communities. We are an evidence driven organisation with simplified and integrated processes and systems.

#### We are Leaders

- We lead through creative, inclusive and sustainable practices. We attract, develop and empower extraordinary people. We are agile in responding to challenges.

#### We are Focused on Customers

- We are empowered to engage with our community, and to deliver quality customer experience.

#### We Deliver

- We deliver excellent results through improved planning and execution. We aim for the highest levels of performance and take individual and collective accountability. We learn in order to drive a continuous improvement culture.

## Role Overview

<b>Title</b>	Coordinator Workplace Health, Safety and Wellbeing
<b>Location</b>	Sandringham
<b>Salary Package</b>	Circa \$114,000 - \$128,000 + super
<b>Contract</b>	Permanent
<b>Reports to</b>	Manager Commercial Services
<b>Supervises</b>	Workplace Health and Safety Support Officer
<b>Key Internal Contacts</b>	Risk Coordinator, People and Capability Coordinator, OHS Committee Members, ET/SLT members, ET Audit and Risk Committee, Internal Audit and Risk Committee
<b>Key External Contacts</b>	WorkCover agent, WorkSafe, Training Providers, Consultants, medical practitioners, rehabilitation providers, OHS consultants, counterparts in other industries

- Provide strategic leadership and change management to support a workplace culture that values safety always with our employees, contractors and volunteers through delivery of an OHSMS that meets self insurance and legislative outcomes.
- Manage WorkCover insurance and develop and support work place practices to improve outcomes for employees with effective RTW and claims management service.
- Coordinate, lead and build capability for OHS Committee, Health and Safety Representatives, emergency management, wardens and first aiders
- Provide expert professional advice to the Executive Team, Management and staff across the organisation in relation to OHS, WorkCover and Wellbeing including the impacts of changing legislation, capability development and improvements to work practices to embed safety.
- Develop and deliver Wellbeing Program
- Support the organisational response to COVID-19 ensuring a COVID safe workplace



## About the Opportunity

### Position Responsibilities

#### Strategic approach to development of a Safety Always work place culture

- Provide strategic direction and develop and deploy an effective OHSMS that delivers self insurance outcomes including all procedures in accordance with the National Audit Tool.
- Develop and deploy effective change and communication plans to support ongoing uplift in OHS performance.
- Work with teams to ensure local work practices meet organisational policy, procedure and legislative requirements for OHS including identification and assessment of key workplace risks.
- Undertake risk based assurance/compliance testing on procedures
- Continually review and improve OHS practices
- Provide expert advice and reporting to Executive Team in OHSMS performance, legislative changes and appropriate strategies to mitigate current and emerging risk.
- Ensure rigorous approach to managing contractor and volunteer OHS is in place
- Oversee investigation of any breaches in compliance and review investigative outcomes and recommendations

---

#### OHS Awareness, capability development, training and monitoring

- Implement, manage and review education and training programs to ensure all Employees, contractors and volunteers are aware of their obligations in meeting health and safety requirements
- Monitor contractor induction process and make recommendations on any compliance matters to minimise Council risk
- Oversee, support and develop a high functioning OHS committee
- Effective OHS consultative mechanisms in place
- Support and develop Health and Safety Representatives
- Support and upskill Contract managers in relation to OHS management obligations





## WorkCover and return to work

- WorkCover premium minimised through effective management practices
- Oversee WorkCover Claims Management and administration in accordance with the relevant Acts, Regulations and Codes and ensure incident investigations are undertaken in timely, impartial and outcome focussed manner
- Develop and support rehabilitation and return to work program to ensure employees are able to return to work effectively. Monitor and advise interventions which support employees capability that would allow them to return to work
- Consultation and engagement with managers and coordinators regarding injury prevention strategies and policies including rehabilitation and effective early return to work programs.
- Actively manage Council's WorkCover Agent to ensure close consultation and effective management of open claims
- Ensure Council's WorkCover Agent complies with or exceeds the requirements of agreed service levels.

---

## Wellbeing program

- Develop and deliver an innovative and cost effective Wellbeing program that aligns to emerging organisational or sector based issues including sourcing any contractors required.
- Develop and implement communication plan and approach to ensure employees are aware of wellbeing program
- Work with other areas of Council to embed wellbeing messaging in internal events where practicable.
- Ensure feedback on Wellbeing program is sought and acted on.
- Provide ongoing reporting in relation to the effectiveness of the wellbeing program

---

## Emergency Management and First Aid

- Ensure effective emergency management practices and staff resources in place and these are regularly reviewed, monitored and tested.
- Ensure capability development and testing of emergency management plan
- Act as Chief Warden for Corporate Centre emergencies
- Oversee first aid program and manage nominated first aiders

---

## Team development

- Provide leadership and guidance to the Workplace Health and Safety Support Officer to develop effective customer centric practices and business support services
  - Ensure effective development plans in place to build and improve team capability
-



## Delegation, Authority and Judgement

### Financial Delegations:

- \$15,000

### Position Delegation(s):

Authority and freedom to act within the established operational and budgetary guidelines and provision of relevant Acts, Regulations, Codes, Council policies, Local laws and professional standards in carrying out his/her responsibilities.

### Accountability and Extent of Authority:

- Accountable to provide strategic direction to develop, monitor and deliver an OHSMS which meets National Audit Tool requirements and supports ongoing WorkCover Self Insurance including making recommendations based on self assessments and audits.
- Responsible for the development and delivery of an OHS and Wellbeing strategy, communications plan and change management plan that support improved OHS maturity.
- Accountable for ensuring that the OHSMS and return to work policies, procedures, guidelines, templates and support tools are up to date and in accordance with best practice.
- Ensuring systems are effectively embedded to maintain WorkCover Self insurance.
- Effective management of practices to minimise WorkCover insurance, WorkCover claims, early intervention and employee return to work programs.
- Accountable to ensure effective business partnering approach to improve Safety Culture.
- Implementing systems to support OHS practices including contractor OHS management, emergency evacuation and wellbeing and building capability in staff to effectively work with these systems.
- Providing visibility of OHS activity through timely reporting to management and executive to inform decision making and interventions where required including opportunities to minimize risk, improve work practices and safety improvements
- Manage budget in area of responsibility.
- Staff management to develop performance culture, behaviours and practices in place
- The position has the freedom to act within the limits of legislation and established Council policies and procedures.

### Judgement and Decision Making:

- This is a specialist role where the officer is expected to identify and analyse a range of options exercising sound judgment and decision making based on training and experience in all areas of Safety Management.
- Independently formulate solutions to complex problems having regard to OHS principles, technical expertise, Council Policies, delegation of authority and budget restrictions and the effect on the program and organisation.
- Effectively partner with the business and provide credible and reliable advice across all levels of the organisation.
- Decisions will require unique and individualised responses where future implications which need to be considered.



## Specialist Skills/ Knowledge

- Specialist knowledge and expertise in relevant legislation and related procedures and practices in a Safety field including all Acts, Regulations and Codes of Practice relating to occupational health and safety and workers compensation in the local government context
- Extensive knowledge and experience in hazard identification, risk assessment and risk controls principles and the ability to develop and implement procedures and guidelines in this area.
- Experience in and the ability to conduct training needs analysis, develop/source training programs to meet identified needs and to organise and conduct training.
- Understanding of OHS principles in relation to contract and contractor management and ability to support and improve capability of contract managers to meet OHS requirements.
- A high level of literacy competency to produce specialised reports.

## Management Skills

- Ability to effectively develop a business partnering approach within a diverse organisation with differing needs to deliver an effective OHSMS
- Ability to lead, motivate and develop staff at all levels in the adoption of an organisation wide Safety focus
- Ability to be self-motivated and directed
- Ability to work in a complex environment and deal with ambiguity and change.
- Ability to investigate and develop practical policies and procedures that support a safety culture to deliver organisational objectives
- Ability to deliver high quality work whilst prioritising workload and achieve deadlines despite conflicting pressures
- Demonstrated ability to solve complex problems and manage complex negotiations
- Effective team management including priority setting, work allocation, staff performance and capability development in a small professional team
- Ability to manage a specialised area

## Interpersonal Skills

- Develop and maintain positive working relationships with all areas of Council, contractors and other relevant stakeholders in Safety and Wellbeing approaches.
- Proven ability to translate specialist skills and advice to practical solutions that can be implemented by others
- Well-developed written and verbal communication skills.
- Demonstrated ability in report, presentation, policy, procedure and correspondence writing.
- Highly developed ability to persuade or convince target audience.
- Able to effectively employ conflict and problems resolution skills.
- Ability to foster and build team cohesion
- Ability to negotiate and resolve problems with contractors, suppliers, other employees, and other key stakeholders.
- Integrity, trustworthiness and professionalism.
- Ensure that matters which have a degree of confidentiality and are politically sensitive are dealt with appropriately.

## Required Qualifications and Experience

- Tertiary qualification in an OHS or related field
- Extensive and diverse experience working in and OHS role which involved development strategies including change management and communications plans to support effective deliver of an OHSMS.
- Extensive and diverse experience in workers compensation, rehabilitation, return to work and claims management
- Proven capacity to partner effectively with stakeholders at all levels to gain buy in to change, build capability and act as a trusted advisor in OHS.
- Proven capacity to prepare written documentation including policies, procedures, executive and committee reports, submissions, etc that are concise and easy to understand



For further information or a confidential discussion

Melanie Pecanek  
Partner  
0408 898 734  
Melanie.Pecanek@davidsonwp.com



Paddy Courtney  
Associate Partner  
0426 896 442  
Paddy.Courtney@davidsonwp.com

