

Position Description

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| **Position:** | Work, Health and Safety (WHS) Manager |
| **Department:** | Administration/HR |
| **Reports to:** | Chief Information Officer |
| **Supervises:** | Nil |
| **Engagement** | Permanent |
| **Version control:** | Version 1 (V1) – Revised 3 January 2020 |

# Organisational values and behaviours

### WE ARE UNIQUE

Be open to new ideas and opportunities, challenge accepted practices and seek out better ways of doing things.

### WE ARE FLEXIBLE

Operate as an effective team member by working together positively to achieve efficiency and support other team members in overcoming problems and developing solutions.

### WE ARE CONNECTED

Be professional, polite and courteous in all methods of communication. Display honesty, sincerity and respect when communicating internally and with external clients.

### WE ARE EXPERTS

Be knowledgeable in all aspects of job role; display integrity by being honest and trustworthy, transparent and accountable for own actions and decisions.

### WE ARE RESPONSIBLE

Work in accordance with the all relevant legislation and workplace policies and procedures relating to the employment contract.

## Position statement

The WHS Manager is responsible for the management, development and monitoring of WHS procedures and policy across the footprint of DataTrust.

Specifically:

* Develop and maintain WHS policies and procedures for DataTrust staff.
* Provide advice and training on WHS matters.

## Responsibilities

### WHS MANAGEMENT SYSTEM

* Day-to-day responsibility for the administration of DataTrust safety systems.
* Establish, maintain and continuously improve WHS management systems to ensure compliance with Work Cover Standards and other legislative requirements.
* Inputting WHS data into WHS management systems.
* Controlling and implementing the WHS risk management process for the organisation.
* Maintaining knowledge of WHS and associated legislations.
* Undertaking regular audits to ensure DataTrust staff and contractors’ compliance with WHS policies and procedures.
* Providing direction to Managers in relation to WHS management policies and procedures.
* Monitoring and communicating to relevant stakeholders any changes to WHS legislation.
* Regularly reviewing and updating health and safety policies.
* Taking responsibility for implementing corrective actions to minimise incidents, accidents and near misses.
* Planning, developing and delivering WHS training as required.

### REPORTS AND INFORMATION

* Recording and investigating incidents, accidents and near misses.
* Providing regular WHS reports and data to Leadership meetings.
* Actively coordinating injury claims management process with employees, supervisors and medical professionals in a timely manner.
* Gathering, maintaining and analysing WHS statistical data and report trends and recommend any required actions.

### COMMUNICATION

* Communicate ideas for improvements to the Chief Information Officer.
* Organise and attend team meetings when directed.

### TEAM WORK

* Support team members.
* Respect the diversity of team members.
* Support new initiatives and approaches.

### OTHER

* Other duties as required.

## Selection criteria

### ESSENTIAL SELECTION CRITERIA

* Diploma in Work, Health and Safety.
* Experience as a WHS Officer.
* Excellent understanding of WHS principles and legislative framework.
* Understanding of the *Workers Compensation* and *Return to Work* systems.
* Excellent critical incident analysis and problem-solving skills.

### DESIRABLE SELECTION CRITERIA

* Experience in introducing change.
* Previous experience or demonstrated suitability for a similar role in a travel services environment.
* Previous experience managing change strategies in a multi-site environment.

## Acceptance

I acknowledge as the appointee of this position, that I agree to display the organisational value and behaviours and work in accordance with the key responsibilities of the role detailed in this position description.

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| **Name - appointee** |  |
| **Signature of appointee:** |  |
| **Date:** |  |
| **Manager:** |  |
| **Signature of Manager:** |  |
| **Date:** |  |