

JOB DESCRIPTION

TELETHON KIDS INSTITUTE



Why is this Job Description being written?		<input type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed <input checked="" type="checkbox"/> Position not previously described		
POSITION DETAILS:		Position Title: OSH COORDINATOR		
Division:	Professional Services	Department:	People & Culture	
Position reports to: (role)	OSH Business Partner			
Location: <i>include all possible locations</i>	100 Roberts Road, Subiaco			
POSITION PURPOSE:				
<p>To contribute e to a safe work environment through encouraging a safe workplace culture and raising awareness amongst staff at all levels so that they accept their responsibility to act/work in a way that ensures their own safety and that of others. This position will work with the OSH Business Partner to ensure that effective policies, procedures, systems and services are in place to provide and maintain the highest level of safety awareness, accident prevention and injury management across all teams.</p>				
KEY RESPONSIBILITY AREAS				
Key Position Accountabilities What are the main areas for which the position is accountable	% of Total Role	Inputs: What are the key activities or tasks to be carried out?	Outputs: What are the expected end results?	Measures: How it is measured

<p>Communications and Planning</p>	<p>25%</p>	<ul style="list-style-type: none"> • Maintain OSH-related forms, templates, records and registers. • Ensure that training requirements on OSH issues are included in the Institute’s Training Plan and delivered in liaison with the Learning, Organisational and Development team. • Provide on-the-job education and training to managers, OSH committee members and staff in Telethon Kids hazard and/or accident and incident reporting, risk assessment and consultation processes. • Contribute and be an active member of relevant teams and committees, • Prepare agenda, minutes and action lists for the Institute’s Workplace Safety Committee. • Effectively promote an understanding of desired OSH outcomes relevant to operational areas. 	<ul style="list-style-type: none"> • Documents are evidence based and well written. • Forms accessible and user friendly. • Information is current and accessible. • Training is effective and provides value. • Initiatives align with safety culture & Institute strategies. 	<ul style="list-style-type: none"> • Policies, procedures, guidelines and forms developed and maintained. • OS&H engagement and awareness. • Agenda, minutes and action lists are completed in a timely manner. • Staff participation and feedback.
<p>Accident & Incident Management</p>	<p>25%</p>	<ul style="list-style-type: none"> • Support First Aiders and maintain first aid amenities across all worksites. • Ensure that accidents and incidents are recorded, assist with accident investigations in a timely manner and that corrective actions are monitored for completion. • Assist the Institute’s emergency control officers and first responders to maintain emergency response programs, and maintain documentation as required. 	<ul style="list-style-type: none"> • Records analysed and trends identified. • Effective response to workplace accidents. • Emergency response procedures are maintained for the protection of people, property and assets. 	<ul style="list-style-type: none"> • Timely reporting of accidents and incidents. • Accurate records kept. • First Aiders and first aid resources maintained. • Emergency response procedures meet legislative requirements.
<p>Hazard Management</p>	<p>25%</p>	<ul style="list-style-type: none"> • Facilitate regular workplace inspections to ensure compliance with safety and health regulations and identify potential hazards and risks. • Ensure hazard reports are recorded and assist with corrective actions. • Maintain inspection checklists for general and specialist areas and assist with routine inspections. • Provide ergonomic workstation assessments and appropriate assistive equipment, maintain and monitor stocks of assistive equipment. 	<ul style="list-style-type: none"> • Continual improvement in hazard awareness. • Safe working environments maintained. • Checklists align with current operational requirements. • Staff improvement in awareness of ergonomic principles. 	<ul style="list-style-type: none"> • Hazard Register maintained. • Number of hazards reported and controlled. • Inspections carried out on schedule. • Records maintained. • Number of assessments. • Reduction in injuries /potential WC claims.

General	25%	<ul style="list-style-type: none"> • Provide advice to staff with respect to OSH matters. • Foster a strong OSH culture amongst staff at all levels so that they accept their responsibility to act/work in a way that ensures their own safety and that of fellow workers. • Maintain and update OSH related information on Telescope (intranet) as requested. • Develop and maintain a remote worker travel register, working from home, training and other registers as required • A requirement of this position is that the Incumbent may be required to undertake various other duties as directed. 	<ul style="list-style-type: none"> • Information is current and accessible. • Staff improvement in awareness of remote working requirements. • Maintenance of a safe and healthy work environment. 	<ul style="list-style-type: none"> • Accurate records kept. • Relevant registers developed and maintained. • OS&H engagement and awareness.
---------	-----	--	---	--

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

<p>Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role</p>	<ul style="list-style-type: none"> • Tertiary qualification in a relevant or related field (e.g. occupational safety and health, human resources, workplace training) or demonstrated equivalent knowledge and high-level skills developed through professional experience.
<p>Skills, Knowledge & Experience:</p>	<ul style="list-style-type: none"> • Comprehensive knowledge of the Occupational Safety and Health Legislation, Regulations and Codes of Practice. • Knowledge of incident investigations and hazard management principles. • Highly developed verbal and written communication skills with a high level of attention to detail, accuracy and confidentiality. • Sound problem solving and conflict resolution skills. • Ability to conduct research and analyse complex issues and engage with key stakeholders to identify options. • Well-developed time management, organisation and administrative skills.

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

<p>Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role</p>	<ul style="list-style-type: none"> • Certificate IV in Workplace Health and Safety. • Certificate IV in Workplace Training and Assessment.
<p>Skills, Knowledge & Experience:</p>	<ul style="list-style-type: none"> • Application of hazard management principles and knowledge of regulatory requirements. • Education and training of managers in relation to OSH obligations. • Understanding of or experience with medical research and/or health-related organisations. • Knowledge of the Injury Management Act (WA) 1981 and Return to Work principles. • Experience with not-for-profit and/or academic organisations.

SCOPE:

Financial accountability: Does this role have accountability for a budget?

N/A

People responsibility: Does this role have any direct reports or indirect reports (through direct reports)?

No. of direct reports

N/A

No. of indirect reports

N/A

ORGANISATIONAL CHART:

Immediate level of supervision

Manager, People & Employee Relations

Other roles reporting to immediate supervisor

	People & Employee Relations Coordinator	OSH Business Partner			
--	---	----------------------	--	--	--

Direct reports (role x no.)

		OSH Coordinator			
--	--	-----------------	--	--	--

ADDITIONAL INFORMATION: