

## Position Description

### Our Vision

A South Australia where every pet has a loving home.






### About Us

Since our humble beginnings in 1964, Animal Welfare League has grown into one of South Australia’s leading animal welfare organisations. In our mission to connect pets, people and community, we find loving homes for vulnerable animals in need, reunite lost animals with their families and provide temporary shelter through our foster care program. We offer education and pet advice to the community to encourage responsible pet ownership and our social enterprises provide much-needed support to South Australians looking for pet boarding facilities and pet cremation and memorial services, as well as those on the lookout for a bargain at our Thrift Shops.

### Our Mission

Connecting pets, people and community.

## Our Beliefs and Behaviours

Create Opportunities 	Show Compassion 	Be Optimistic 	Share Knowledge 	Walk the Talk 
Finding solutions to challenges  Being open minded to alternatives and new approaches  Striving to do better	Listening, observing and offering support  Being respectful  Being empathetic by taking the time to understand others’ points of view	Maintaining a positive outlook  Focusing on what’s possible and staying realistic  Remaining calm and composed during challenging times	Communicating openly and constructively  Using mistakes and feedback as an opportunity to learn  Seeking opportunities to develop our abilities and knowledge	Being open, honest and professional  Being accountable for outcomes and actions  Recognising and celebrating achievements

## Position Description

<b>Position Title:</b>	Health, Safety and Wellbeing Manager	<b>Tenure:</b>	Fixed Term – Full Time
<b>Department:</b>	People, Culture and Safety	<b>Classification:</b>	N/A
<b>Reports to:</b>	General Manager, People, Culture and Safety	<b>Direct Reports:</b>	Nil

## Position Overview

The Health, Safety and Wellbeing Manager is responsible for the provision of specialist advisory services, technical support, training and monitoring that will drive and embed a safety and wellbeing culture across AWL. Through partnering with stakeholders the Health, Safety and Wellbeing Manager will also be accountable for developing and implementing safety and wellbeing initiatives, and policies and procedures that align to AWL's strategic plan and contribute to the fulfilment of AWL's workplace health and safety governance in line with legislative requirements.

## Key Results Area

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| <ul style="list-style-type: none"> <li>• Positively influence and advise leaders and workers on health and safety matters, requirements under WHS legislation, and drive forward the agenda for positive health and safety change in the workplace.</li> <li>• Lead WHS improvement initiatives by developing, implementing and monitoring business processes to create efficiencies to deliver optimum services for all stakeholders.</li> <li>• Develop and drive critical risk controls, assessments, plans, policies and procedures to continuously improve safety performance.</li> <li>• Develop, review and implement Safe Operating Procedures (SOP's) in consultation with department managers.</li> <li>• Manage the development of quality assurance across AWL operations through conducting and maintaining internal audits and inspections across all sites.</li> <li>• Manage and implement WHS initiatives and projects that align to AWL strategic priorities.</li> <li>• Monitor and report on AWL's compliance with WHS policies, procedures and other documentation in accordance with relevant legislative requirements, codes, regulations, practices and procedures, and ensure these are maintained in all areas.</li> <li>• Maintain a sound knowledge of current WHS legislation, Codes of Practice and Guidelines.</li> </ul> | <ul style="list-style-type: none"> <li>• Develop and format high quality reports, presentation material, training material, and internal and external reports for stakeholders.</li> <li>• Develop and deliver WHS training programs and information sessions to stakeholders and all new starters to ensure they can undertake their roles safely.</li> <li>• Ensure adequate and up to date information is available to stakeholders to enable compliance to WHS policies and procedures.</li> <li>• Actively engage and/or lead the WHS and Emergency Planning Committee and ensure any areas of concerns are addressed and/or raised with Senior Management. This includes preparation and distribution of agendas and other documentation prior to meetings, and accurate recording of minutes.</li> <li>• Manage AWL's WHS Management system and ensure it is effectively maintained by; ensuring hazards and unsafe workplace conditions and work practices have been identified, reported and are being acted on; undertaking investigations in partnership with management of accidents, incidents and near misses; and monitoring corrective activities to ensure risks are eliminated, isolated or minimised.</li> <li>• Proactively engage and liaise with departmental managers and coordinators/supervisors to identify hazards and implement risk control measures to protect the health and safety of all employees, volunteers, contractors, visitors and animals.</li> <li>• Analyse WHS statistics and recommend strategies to mitigate future safety incidences.</li> </ul> |
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<ul style="list-style-type: none"> <li>• In conjunction with the Procurement and Facilities Team, review and update material safety data sheets (MSDS) and registers for all substances and chemicals used within AWL, and relevant company licences.</li> <li>• In conjunction with the Procurement and Facilities Team, review and manage compliance processes related to visitors and contractors.</li> <li>• Review Personal Protective Equipment (PPE) requirements for roles and tasks.</li> </ul>	<ul style="list-style-type: none"> <li>• Manage the rehabilitation and Return to Work (RTW) of injured workers in conjunction with management.</li> <li>• In conjunction with the Volunteer Engagement Manager and General Manager, People, Culture and Safety, manage volunteer and visitor incidences and injuries.</li> <li>• Undertake other position appropriate duties as assigned/directed.</li> </ul>
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<h2 style="color: green;">Leadership Effectiveness</h2> <p>As a manager or supervisor of individuals you will be required to:</p> <p><b>Safety Leadership</b> Lead positive safety attitudes and behaviours and communicate consistently about the pre-eminent importance of safety.</p> <p><b>Strategic Thinking and Direction</b> Commitment to AWL’s vision, mission and beliefs, and understands, contributes to and aligns work/priorities to business strategies.</p> <p><b>Commercial Acumen</b> Understand key business drivers and the marketplace. Be able to anticipate trends and seek to broaden own knowledge.</p> <p><b>Working Across Boundaries</b> Know your own impact, able to persuade others and build alliances and model effective workplace collaboration.</p> <p><b>Accountability</b> Define and track performance to achieve goals, whilst driving a culture of innovation, creativity and ‘can-do’.</p> <p><b>Leadership and Self-Management</b> Facilitate involvement and team effectiveness and share a compelling vision whilst giving guidance, feedback and encouraging development. Able to respond calmly and manage stress, operating with honesty and integrity.</p>	<h2 style="color: green;">Personal Abilities</h2> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Certificate IV in Work Health and Safety or equivalent.</li> <li>• Sound knowledge of WHS legislation and regulations and its application within the animal industry.</li> <li>• Experience in rehabilitation and Return to Work legislation and its application within the workplace.</li> <li>• Strong customer service mindset including excellent interpersonal and communication (written and verbal) skills.</li> <li>• Experience in developing, coordinating and facilitating WHS and Wellbeing training programs and information sessions.</li> <li>• Experience in managing committees with the ability to positively influence and motivate others.</li> <li>• Experience in identifying and implementing WHS process improvement that creates efficiencies across the business.</li> <li>• Sound researching and analytical skills with the ability to interpret data.</li> <li>• Self-motivated, ‘can do’ attitude to meet varying work demands, including responding effectively to change.</li> <li>• Excellent organisational skills with the ability to effectively manage priorities and deliver outcomes in a timely manner.</li> <li>• Ability to work effectively under pressure whilst retaining a strong eye for detail.</li> <li>• Highly developed computer system application skills.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Rehabilitation and Return to Work Coordinator (RRTWC) training and experience.</li> <li>• Certificate IV in Training and Assessment.</li> </ul>
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Special Requirements	WHS and Compliance
<ul style="list-style-type: none"> <li>• Some flexibility and additional hours may be required to meet business needs.</li> <li>• Ability to work across any AWL site or location.</li> <li>• A current driver's licence is required.</li> <li>• Satisfactory National Police Clearance Certificate / National Police Check (NPC) at commencement of employment and periodically at the request of AWL.</li> </ul>	<p>All managers and employees of AWL are to:</p> <ul style="list-style-type: none"> <li>• Comply with AWL's organisational policies, procedures, guidelines and applicable legislative requirements including but not limited to Fair Work Act 2009 and Work Health and Safety Act 2012.</li> <li>• At all times act and comply with reporting obligations arising from legislation, professional conduct standards including the Code of Code for AWL and organisational policies, procedures and guidelines.</li> <li>• Take appropriate steps to protect themselves from risks to health and safety and to make sure they do not cause risk to others through any act or omission. In particular, the incumbent must: <ul style="list-style-type: none"> <li>○ Report accidents, injuries, property damage and health and safety incidents.</li> <li>○ Use equipment provided to protect health and safety.</li> <li>○ Follow reasonable instructions given on health and safety.</li> <li>○ Ensure they are not affected by alcohol or drugs so as to not endanger themselves or others.</li> </ul> </li> <li>• Understand and follow the requirements of confidentiality and facilitate appropriate standards of confidentiality and information sharing practice.</li> <li>• Actively participate in AWL personal achievement and development processes.</li> <li>• Participate in training and development activities as specified by AWL including those associated with workplace health and safety.</li> </ul>

I have read the requirements and responsibilities outlined in this position description and will adhere to these conditions. I agree to have my performance monitored and evaluated as detailed throughout this document.

Name:		Signed:	
Date:			