

## Position Description

Position	Safety Coordinator
Employer	Blue Sky Community Services Ltd
Reports to	Executive Manager: Operations
Responsible to	Chief Executive Officer
Organisational Team	Operations
Positional Context	Blue Sky Community services is a not-for-profit, values-based social purpose organisation, delivering a range of capacity-building services for people and communities within our geographic footprint. We have an enviable and kind workplace culture where every staff member, and the work they do, matters. Our vision of supporting people to thrive and creating communities where everyone belongs, is applied to our workforce and workplace, as well as to the people we provide service to.
Position Overview	The Safety and Risk Coordinator role is integral to the smooth operational running of all programmes within Blue Sky Community Services. The post holder will need to be proactive in the work, health and safety space to ensure all teams and services are compliant across numerous industry standards and policies. This will require liaising with multiple managers and staff members. The post holder will need to be able to independently research and keep up to date with industry best practice, legislative changes and contractual requirements.
Qualifications and Experience	Relevant qualifications, skills and/or experience that are transferable to performing the role to a high standard.

*Blue Sky Community Services places high value on creating a workplace where everyone belongs and is valued. We are committed to social inclusion and acknowledge and value diversity. We believe that the makeup of our workplace should reflect the diversity of the communities we work within. We therefore strongly encourage people from diverse backgrounds and cultures, and people who have lived experience of disability, to work with us.*

## Organisational Competencies

### Organisational Alignment

Values and Culture Alignment	Demonstrates behaviour, attitudes and practice that are in strong alignment with the organisation's vision, values and code of conduct.
Compliance	Complies with organisational policies, procedures, delegations of authority and systems.

### Professionalism

Professional Standards and accountability	Demonstrates professional behaviour, standards and accountability.
Professional Obligations	Demonstrates a sound understanding of, and complies with, professional obligations and duty of care, including complying with privacy obligations.

### Effective Working Skills

Record Keeping and Reporting	Complies with positional record keeping, documentation and reporting obligations to required timeframes.
Time and Resource Management	Demonstrates very good organisational, prioritisation, time and resource management skills.
Technology	Demonstrates confidence and competence in using the technology required in the role.

### Safety and Risk Management

Work Health and Safety Compliance	Consistently complies with work, health and safety and risk management obligations, instructions, policies and procedures and systems.
Workplace Safety	Demonstrates a zero tolerance of bullying, harassment and discrimination.
Child Safety	Adheres to Child Safe Standards, practices and national Child Safety principles.

### Effective Communication

Communication	Demonstrates very effective communication skills.
Emotional Management	Demonstrates very good emotional intelligence and emotional regulation.

### Relationship Management

Internal Relationship Management	Demonstrates very good relational, interpersonal and team work skills.
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External Relationship Management	Builds and maintains strong, positive and beneficial stakeholder relationships.
Participant Relationship Management	Establishes and maintains effective and professional working relationships and boundaries with participants.
Customer Service	Demonstrates excellent customer service.

### **Continual Improvement and Development**

Continual Learning and Development	Demonstrates continuous learning and development.
Continuous Quality Improvement	Demonstrates continuous quality improvement.
Feedback and Complaints	Demonstrates effective complaints and feedback handling.
Service Evaluation	Actively contributes to organisational and service evaluation and feedback processes.
Change Adaption	Keeps abreast of changes, and proactively and positively adapts to change.

### **Knowledge and Practice**

Evidence-based Knowledge and Practice	Demonstrates sound working knowledge of underpinning knowledge and practice of service being delivered.
Inclusive Knowledge and Practice	Demonstrates a strong commitment to human rights. Fosters inclusion. Demonstrates cultural competence.
Outcome and Output Achievement	Achieves or exceeds positional outcomes and outputs and key performance indicators to required timeframes.
WHS knowledge	Possesses a sound working knowledge of WHS obligations, including, WHS legislation, processes and best practice.

## Positional Competencies

Output and Outcome Achievement	<ul style="list-style-type: none"> <li>- Works effectively, efficiently and productively to achieve key performance indicators (as promulgated from time to time) to required timeframes.</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>- Possesses a passion for proactively delivering effective, efficient and kind safety management practices and strategies with a focus on continuous improvement.</li> <li>- Possesses excellent time and priority management knowledge and skills.</li> <li>- Has a level of attention to detail</li> <li>- Possesses WHS knowledge and the skills to independently research industry standards and best practice and contribute to policy updates.</li> </ul>
Practice	<ul style="list-style-type: none"> <li>- Undertakes and provides high quality and efficient administrative, coordination and management to effectively support compliance of Work Health and Safety requirements.</li> <li>- Ensures WHS activities meet statutory legislative and compliance obligations, and provides advice, support and reporting in relation to WHS legislation and regulations.</li> <li>- Is the organisational Lead, and acts as first point of contact for, Work Health and Safety enquiries from staff.</li> <li>- Manages compliance with our (not limited to): Incident Management logs, Risk registers, Certification registers, and Work Health and Safety logs.</li> <li>- Supports senior managers in reviewing Work Health and Safety compliance against our contractual obligations.</li> <li>- Manages Working from Home applications.</li> <li>- Manages the creation of safe working method statements.</li> <li>- Is subject matter expert and the first point of contact for staff regarding risk assessments.</li> <li>- Provides accurate advice regarding risk assessments and approves them when complete.</li> <li>- Manages risk assessments and reviews and reports on data to identify trends and opportunities for process improvement.</li> <li>- Manages all organisational WHS Risk Assessments including for events and other activities.</li> <li>- Conducts WHS audits/inspections and identifies and redresses any hazards and unsafe/unsatisfactory WHS conditions or practices.</li> <li>- Manages safety and compliance of emergency response personnel and ensures a program of fire safety and emergency evacuation training and practice events occur.</li> <li>- Coordinates First Aid Officers and training/certifications.</li> <li>- Manages WHS equipment, fire extinguishers, tagging &amp; testing of equipment, WHS site safety signage, and First Aid supplies.</li> <li>- Responds to Hazard and Incident Reports, ensuring reporting is completed, registered, analysed and followed up per legislative timelines, and the organisations policies and procedures.</li> <li>- Assists in the resolution of serious safety-related Incident Reports, including investigations.</li> <li>- Maintains all appropriate WHS Registers and records.</li> </ul>

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|  | <ul style="list-style-type: none"><li>- Manages and chairs the Work Health and Safety committee and supports Work Health and Safety champions in achieving their responsibilities.</li><li>- Convenes regular WHS team meetings and follows up on meeting actions and outcomes.</li><li>- Engages staff in WHS and creates and maintains a culture of safety to increase compliance.</li><li>- Maintains and coordinates the updates of Work Health and Safety learning content within our learning management system.</li><li>- Reports on compliance of Work Health and Safety eLearning within the learning management system.</li><li>- Creates new relevant training within the learning management system and communicates and implements the training accordingly.</li><li>- Delivers Work Health and Safety training as and when needed.</li><li>- Undertakes preventative safety discussions, including employee training &amp; inductions.</li><li>- Identifies gaps and opportunities for continuous improvement, with a solution focused mindset.</li><li>- Supports the management of Workers Compensation claims, return to work arrangements and work modifications/reasonable adaptations.</li></ul> |
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