

Position Description – Manager Health, Safety and Wellbeing

Position	Manager Health, Safety and Wellbeing
Classification	HS5 - HS6, dependent upon qualifications and experience
Award	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2025-2027
Reports to	Executive Manager People, Culture and Safety
Direct reports	NIL
Key relationships	Executive Leadership Team, Managers and Team Leaders, Health and Safety Representatives (HSRs), People, Culture and Safety, Education and Training, Quality and Risk, team members, unions, WorkSafe Victoria, WorkSafe Agent/insurer (WorkCover), emergency services, contractors and external health, safety and wellbeing service providers.
Hours of Work	Full-time

About Rural Northwest Health:

Rural Northwest Health (RNH) employs approximately 330 team members across the campuses of Warracknabeal, Beulah and Hopetoun.

Rural Northwest Health is focused on caring for and supporting people to be healthy and live a full life. RNH is committed to delivering its current strategic priorities through:

- Safe, high quality, accessible and person-centred care across our communities.
- A capable, engaged, inclusive and psychologically safe workforce, supported by effective and fit for purpose systems.
- Strong partnerships and collaboration within RNH, across the health sector and with our communities.

OUR VISION

Strong, healthy, vibrant
rural communities.

OUR MISSION

To promote wellness, enhance
health, and support healthy ageing.

WHAT DEFINES US



**We are committed
to excellence**



**We listen
and collaborate**



**We are caring
and connected**



**We are friendly
and enjoy our work**



**We are lifelong
learners**

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Position summary:

The Manager Health, Safety and Wellbeing is RNH's senior operational lead and subject matter expert for occupational health and safety, psychological health, workplace injury management, return to work and employee wellbeing systems across all RNH sites and services.

The position provides strategic and operational leadership to ensure RNH identifies and controls physical and psychosocial hazards, meets its legislative and regulatory obligations, maintains effective consultation arrangements, and builds a proactive safety culture in which risks, incidents and concerns are identified early, acted on and learned from.

The role leads RNH's OHS management system, WorkCover and injury management program, emergency preparedness coordination, safety assurance and reporting, and targeted wellbeing initiatives. This position provides advice and assurance to the Executive Leadership Team, managers, Health and Safety Representatives and relevant committees, and works closely with the WorkSafe Agent, WorkSafe Victoria and other external stakeholders.

Key responsibilities:

- Lead, maintain and continuously improve RNH's organisation wide Occupational Health and Safety (OHS) management system, annual safety plan and associated governance framework.
- Provide expert advice to the Executive Leadership Team, managers and team members on OHS, psychological health, WorkCover, injury management, return to work and wellbeing matters.
- Maintain oversight of RNH's compliance with the Occupational Health and Safety Act 2004 (Vic), applicable OHS Regulations including the Occupational Health and Safety (Psychological Health) Regulations 2025, relevant compliance codes and other statutory obligations.
- Ensure effective systems are in place to identify hazards, assess risk, implement controls using the hierarchy of controls, and review the effectiveness of controls across all RNH sites and services.
- Lead the systematic identification, assessment, control and review of psychosocial hazards and risks, including those associated with work design, workload, fatigue, occupational violence and aggression, traumatic events, organisational change and workplace behaviours.
- Coordinate and monitor RNH's priority OHS risk programs, including occupational violence and aggression, hazardous manual handling, slips/trips/falls, hazardous substances, plant and equipment, contractor safety, fatigue and other material workforce safety risks.
- Establish and maintain robust OHS consultation arrangements with team members and Health and Safety Representatives, ensuring consultation occurs when required and is meaningful, timely and documented.
- Provide secretariat and governance support to the OHS Committee, including annual planning, agenda development, high quality reporting, action tracking and evaluation of committee effectiveness.
- Develop, review and maintain OHS, psychological health, injury management, emergency management and wellbeing policies, procedures, plans, registers and guidance documents.

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- Lead or support investigations of serious incidents, near misses and emerging safety risks, applying appropriate investigation methodology, identifying contributing factors and ensuring corrective actions are assigned, monitored and closed.
- Ensure notifiable incidents are identified, managed and notified to WorkSafe Victoria within statutory timeframes, and that incident sites and records are preserved where required.
- Analyse incident, hazard, WorkCover, absenteeism, workforce survey and other relevant data to identify trends, emerging risks and opportunities for prevention and improvement.
- Provide regular safety performance, risk and assurance reports to departments, the Executive Leadership Team and relevant Board or management committees, using meaningful leading and lagging indicators.
- Coordinate RNH's WorkCover claims management processes in partnership with the WorkSafe Agent, Payroll, managers, injured workers and treating practitioners, ensuring statutory and insurer requirements are met.
- Lead early intervention, injury management and safe, durable return-to-work arrangements for work related and non-work related injury or illness, balancing employee wellbeing, operational requirements and legislative obligations.
- Develop and oversee strategic management plans for complex, high-risk or long-duration claims and injuries, and actively manage barriers to recovery and return to work.
- Ensure workers compensation documentation, claim notifications, wage reimbursement information and compensation payment processes are accurate, complete and timely.
- Undertake regular claims reviews with the WorkSafe Agent, managers and relevant stakeholders and monitor claim costs, duration, return-to-work outcomes and premium performance.
- Represent RNH, where authorised, in WorkSafe interactions, claims conferences, conciliations, legal proceedings, external forums, professional networks and stakeholder meetings.
- Coordinate RNH's workplace health and wellbeing initiatives, ensuring programs are evidence-informed, responsive to workforce data and integrated with - but not used as a substitute for - effective OHS risk controls.
- Oversee and evaluate psychological support programs such as the Employee Assistance Program, peer support, contact officer or equivalent support arrangements, and promote timely access to appropriate supports following critical or traumatic events.
- Coordinate organisational emergency preparedness activities relevant to workforce safety, including emergency plans, training, exercises and drills, debriefs, lessons learned and improvement actions.
- Work with Education and Training to maintain a risk-based annual OHS education program, including induction, mandatory training, manager capability, HSR support and targeted education arising from incidents or risk reviews.
- Maintain accurate OHS, injury management and training records and ensure documentation supports statutory compliance, due diligence, organisational assurance and continuous improvement.
- Manage OHS aspects of contractor and service provider engagement, including appropriate risk information, induction, consultation, monitoring and escalation of safety concerns.

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- Maintain current professional knowledge of emerging OHS, psychological health, WorkCover and injury management requirements and translate changes into practical organisational action.
- Undertake other duties consistent with the scope, classification and responsibilities of the position, as reasonably required.

Key position accountabilities

Leadership, Consultation & Safety Culture

- Demonstrates visible, credible safety leadership and constructively challenges unsafe practices, weak controls and non-compliance.
- Builds leader capability and accountability for health and safety, recognising that line managers own operational risk and the role provides specialist advice, systems and assurance.
- Promotes a culture of psychological safety, early reporting, learning and continuous improvement rather than blame.
- Builds effective relationships with HSRs, team members, unions and leaders and supports genuine consultation on matters that may affect health and safety.
- Communicates complex safety, legal and risk information clearly, respectfully and in a way that supports informed decision making.

Governance, Risk & Assurance

- Maintains an effective OHS governance framework with clear plans, responsibilities, registers, monitoring and escalation pathways.
- Provides evidence-based assurance on material health and safety risks, compliance obligations and the effectiveness of risk controls.
- Ensures audits, inspections, risk assessments and corrective actions are risk-based, documented and completed within agreed timeframes.
- Uses data and trend analysis to prioritise prevention activity and provides concise, decision-useful reporting to leadership and committees.
- Supports RNH to demonstrate compliance with relevant health service, aged care, accreditation and contractual requirements where they intersect with workforce health and safety.
- Escalates significant, systemic or unresolved safety risks promptly and recommends proportionate actions and controls.
- Maintains appropriate confidentiality, records management and information governance in relation to sensitive health, injury and employment information.

Health, Safety & Psychological Health

- Ensures physical and psychosocial hazards are proactively identified and risks are eliminated or reduced so far as is reasonably practicable.
- Leads practical implementation of RNH's psychosocial risk framework, including consultation, risk assessment, control design, review and monitoring.
- Supports prevention and management of occupational violence and aggression, fatigue, manual handling and other high priority health service risks.
- Ensures incident response, investigation and learning processes are timely, proportionate and focused on prevention of recurrence.

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- Maintains readiness for regulatory engagement, including WorkSafe notifications, inspections, information requests and improvement activity.

WorkCover, Injury Management & Return to Work

- Ensures injured workers receive timely, respectful and coordinated support and that RNH meets its return-to-work and claims management obligations.
- Develops sustainable return-to-work strategies using suitable duties, workplace adjustments and active case management in consultation with relevant parties.
- Actively manages complex or high-risk claims and identifies opportunities to improve claim outcomes, duration, cost and organisational learning.
- Maintains appropriate boundaries, confidentiality and procedural fairness when managing health information, claims and workplace adjustments.

Emergency Management, Information & Continuous Improvement

- Coordinates emergency preparedness activity relevant to workforce safety and ensures drills, exercises and debrief actions lead to measurable improvement.
- Ensures OHS and injury management information is accurate, secure, accessible to authorised users and capable of supporting reporting and assurance.
- Evaluates the effectiveness of education, wellbeing and safety initiatives and adjusts programs based on evidence, risk and workforce feedback.
- Maintains personal professional competence and contributes to a learning organisation through contemporary practice, benchmarking and continuous improvement.

Key selection criteria

Essential

- Relevant tertiary qualification in Occupational Health and Safety, Work Health and Safety, risk management, human resources or a related discipline, together with substantial relevant experience of at least three years in a senior OHS, injury management or comparable role.
- Demonstrated experience leading health, safety and wellbeing systems across a complex or multi-site organisation, with the ability to operate at both strategic and operational levels.
- Strong contemporary knowledge and practical application of Victorian OHS and workers compensation legislation, including the Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2017, Occupational Health and Safety (Psychological Health) Regulations 2025 and Workplace Injury Rehabilitation and Compensation Act 2013, as amended from time to time.
- Demonstrated expertise in psychosocial hazard identification, risk assessment, consultation, control implementation and review, including management of occupational violence and aggression and other psychosocial risks relevant to healthcare.
- Demonstrated experience in WorkCover claims management, early intervention, injury management, workplace adjustment and sustainable return-to-work planning, including complex cases.
- Demonstrated capability in incident investigation, risk assessment, audit/assurance, corrective action management and regulatory notification or engagement.

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- Highly developed written, verbal, facilitation, negotiation and influencing skills, including the ability to prepare high-quality executive and committee reports and provide trusted advice to senior leaders.
- Demonstrated ability to use data, systems and performance measures to identify trends, prioritise risk and drive measurable safety and wellbeing improvement.

Desirable

1. Current or recognised Return to Work Coordinator training/qualification and/or formal WorkCover claims management training.
2. Formal training or certification in incident investigation, OHS auditing, emergency management, psychosocial risk management or related disciplines.
3. Previous experience in a public health service, hospital, aged care or similarly complex 24/7 service environment, including experience with relevant HR, payroll, incident and claims management systems.

Personal attributes

1. Professional, approachable and credible, with the confidence to provide clear advice and respectfully challenge unsafe or non-compliant practice.
2. Strong judgement, discretion and integrity when dealing with sensitive health, safety, injury and employee information.
3. Pragmatic and solutions focused, with the ability to translate legislation and risk principles into workable controls in a healthcare environment.
4. Collaborative and influential, with strong relationship building, coaching, negotiation and conflict-resolution skills.
5. Highly organised, accountable and able to manage competing priorities, urgent incidents and complex casework with minimal supervision.
6. Commitment to continuous improvement, psychological safety, fairness, inclusion and RNH's organisational values.

Certificates, licenses and registrations

- Current satisfactory National Police Check in accordance with RNH requirements.
- Current Working with Children Check, where required for the position.
- Current Victorian driver licence.
- NDIS Worker Screening Check where required by the duties or service setting.

Other requirements

The incumbent must comply with RNH's current immunisation, vaccination, pre-employment screening and health requirements applicable to the role, as amended from time to time.

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Employee declaration

I declare that I understand the position description and the requirements of this position. I declare that I have the capabilities to fulfil the key responsibility areas of this position.

I understand that the information provided in this document is a general outline and does not encompass all aspects of the position.

Employee signature _____

Employee name (please print) _____ Date ____ / ____ / ____