

## Position Description

### Health, Safety and Wellbeing Officer

Reports to: Manager, People & Operations

Business Unit: Office of the CEO

SNAICC Level: 4

FTE: 1

Direct Reports: 0

### Position summary

The Health, Safety and Wellbeing Officer will be the focal point for health, safety and wellbeing across the organisation, providing specialist advice, coaching and practical support that enables leaders and employees to meet SNAICC's Workplace Health and Safety (WHS) obligations and embed in a proactive safety culture. The role builds trusted relationships at all levels to help managers implement safe systems of work, conduct risk assessments and respond effectively to hazards and incidents, ensuring our people can deliver on SNAICC's mission in a safe and secure environment.

Connected to our teams and day-to-day operations, the Health, Safety and Wellbeing Officer supports the full employee lifecycle from recruitment and onboarding (including safety inductions and pre-start requirements) through to ongoing training, consultation, wellbeing initiatives and continuous improvement. The role contributes to WHS projects and programs, including policy and procedure updates, psychosocial risk management, audits and inspections, incident investigation and corrective actions, emergency preparedness, contractor safety and WHS analytics and reporting.

In accordance with SNAICC's Board/CEO delegations and quality requirements, policies and procedures, the Health, Safety and Wellbeing Officer reports directly to the Manager, People and Operations.

### Business unit

SNAICC's Office of the CEO oversees the efficient management of all CEO Office operations, administration, initiatives and encompasses the following key business areas:

- Strategic Engagement & Communications
- Operations & Planning
- Governance
- People and Culture
- Finance
- Corporate Services (legal and compliance obligations)
- Administration.

## Key responsibilities

- Work with the Manager, People and Operations to develop SNAICC's Work, Health and Safety strategy and own the implementation of the WHS strategic plan.
- Develop and implement safe work procedure that address risk at SNAICC and ensure they are embedded, and compliance is achieved.
- Develop and deliver competency-based training for a range of HSW operational procedures such as incident management, risk management and safety work procedures.
- Co-ordinate proactive active injury management initiatives across the organisation.
- Develop and maintain highly effective stakeholder relationships with SNAICC's people leaders, establishing a reputation for being a trusted WHS Officer.
- Assist in the communication of and compliance with WHS legislative/ statutory requirements, codes, standards and guidelines.
- Monitor all safety incidents and ensure managers have investigated and implemented appropriate corrective actions.
- Coordinate Health Safety and Wellbeing Committee, ensuring agendas and minutes are available.
- Ensure all voluntary safety roles are recruited and trained.
- incident investigations, risk assessments, and reviews of operational practices, ensuring recommendations are implemented and safety standards are upheld.
- Coordinate regular safety management processes, such as emergency management drills, workplace inspections, safety talks, supporting voluntary safety roles.
- Liaise with internal and external stakeholders to communicate audit outcomes, identify opportunities for improvement, and support the implementation of corrective actions and continuous improvement initiatives.

## SNAICC Competency Framework

### 1. Organisational Awareness & Professionalism

- 1.1.1 Organisational Awareness
- 1.1.2 Time management
- 1.1.3 Ethics
- 1.2.4 Taking Responsibility
- 1.1.5 Problem solving

### 3. Communication & Relationship Skills

- 3.1.1 Advocacy
- 3.1.2 Written Communication
- 3.1.3 Verbal Communication
- 3.1.4 Public Speaking
- 3.1.5 Interpersonal Skills

### 4. Leadership & Teamwork

- 4.2.1 United vision
- 4.2.2 Strategic Focus
- 4.2.3 Team Dynamics
- 4.2.4 Conflict management
- 4.1.5 Diversity/different styles

- Oversee and manage Workcover claims from lodgement through to resolution, liaising with insurers, medical providers, and employees to ensure timely and accurate case management.
- Develop, implement, and monitor return-to-work plans, supporting injured employees in a safe and sustainable transition back into the workplace.
- Maintain accurate WHS records, monitor data to identify trends and prepare quarterly and annual WHS performance reports.
- Develop and implement WHS training needs analysis, coordinating with the People & Culture team for delivery.
- Contribute to the development of wellbeing initiatives to support employees mental and physical wellbeing.

### Physical Inherent Requirements

- Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions
- Incorporates computer-based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of several minutes at a time, occasionally sitting for periods in excess of 30 minutes
- Sound upper limb joints, with the ability to withstand repetitive upper limb activity
- May be required to occasionally lift and carry items weighing up to 10kgs.

### Quality and Compliance

- Promote a culture of continuous improvement, collaboration and compliance through the provision of mentoring, training and other support.
- Contribute to internal quality assurance processes, including identifying, developing, implementing and evaluating quality improvement activities.
- Ensure adherence to organisational policies and procedure to

### 9. Risk Management, Workplace Safety & Quality

#### 9.3.1 Strategy

#### 9.3.2 Quality

#### 9.3.3 Risk management

#### 9.3.4 Health, Safety, Wellbeing

#### 9.3.5 Legislation and compliance

deliver consistent quality support and service.

- Actively participate in internal and external audits with responsibility for compliance
- Actively identify, monitor, and manage areas of key risk and lead appropriate escalation and responses.

### Common duties shared with other SNAICC staff

- Contribute to SNAICC internal planning processes including staff meetings, and review of SNAICC strategic and operational plans.
- Write reports, articles and provide information for the SNAICC website, newsletter and other SNAICC publications as required.

### Significant relationships:

#### External

- Industry bodies such as the Fair Work Commission, Safe Work Australia
- External WHS and IR, ER expertise as required
- Insurance Companies

#### Internal

- Executive Leadership Team
- Director and Managers
- Members of other SNAICC teams: Programs; Policy & Research; Office of the CEO

## Key selection criteria

### Knowledge & experience

- Broad knowledge and understanding of issues impacting upon Aboriginal and Torres Strait Islander children and families, and commitment to the rights, needs and aspirations of Aboriginal and Torres Strait Islander children and families.
- 4 years of demonstrated experience in a WHS role.
- Proven ability to manage WHS systems, incident investigations, and compliance audits.
- Experience in managing Workcover claims and employee return-to-work programs.
- Strong knowledge of WHS legislation, standards, and best practices.

- Demonstrated skills, knowledge, and behaviour to work alongside people of all cultures, languages, capacities, sexual orientations, gender identities and Aboriginal and Torres Strait Islander people in a culturally respectful and inclusive way, or the capacity to develop these.
- Excellent writing skills, including the ability to produce a range of different kinds of high-quality written materials and translate complex information into plain language and actions.
- Strong interpersonal skills with the ability to provide training and mentoring in safety matters.

### Qualifications & requirements

- Cert IV in Workplace Health & Safety or a related discipline.
- Employee Working with Children Check (WWCC)
- Current National Police Check (no older than three months)
- Current Driver's License.

### Who we are

**SNAICC – National Voice for our Children** is the national non-government peak body for Aboriginal and Torres Strait Islander children and families, and the sectors that support them.

Since 1981, we have been a strong National Voice representing the interests of Aboriginal and Torres Strait Islander children, families, communities and organisations across Australia. Our work focuses on three key areas: research and policy, advocacy and sector development engagement and innovation. SNAICC is governed by a Board of Directors and a Council made up of Aboriginal

## Vision

Aboriginal and Torres Strait Islander children and young people thriving in culture, raised within strong families and self-determining communities, empowered to reach their full potential.

## Purpose

We engage and amplify the voices of children, young people, their families, communities and our members to drive and influence progress for the fulfilment of the rights of our children through culturally-led, self-determined, and evidence-based approaches, systems and structures.

For more information about SNAICC, visit our [website](#) and view our [Strategic Plan](#).

and Torres Strait Islander community-controlled organisations and leaders from the early years, child safety, development and wellbeing sectors.

## Our shared values

- **Cultural safety:** Aboriginal ways of knowing, doing and being are our foundation and embedded in all aspects of our business activities. We expect cultural humility from those we work with.
- **Collaboration & trust:** We value reciprocity and partnerships. We show curiosity rather than judgment and give people the benefit of the doubt.
- **Respect & kindness:** We are all valued and valuable. We communicate with people holistically, recognising their humanity.
- **Accountability & integrity:** We do what we say we will. We accept individual and shared responsibility for our actions and outcomes.
- **Staff wellbeing:** We are committed to the wellbeing of our staff.

## Organisational expectations

- Compliance with organisational policy and procedures, including code of conduct.
- Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards, and injuries.
- Participate in and contribute to Health Safety and Wellbeing activities to ensure a safe work environment for staff, clients, contractors and visitors.
- Comply with Workplace Health and Safety legislation, standards, SNAICC WHS policies and procedures to participate in the achievement of a safe working culture.
- Where appropriate, participate in workplace inspections, accident reporting and investigations and provide information, instruction and coaching.

## Acknowledgement of incumbent

**I have read and understood the requirements of the position.**

Name:

Signature:

Date: