



Health, Safety & Wellbeing Manager

POSITION
DESCRIPTION

Position Description



Position Title	Health, Safety & Wellbeing Manager
Business Area	People Division
Direct Reports	Senior WH&S Advisor, RTW Coordinator
Immediate manager	Chief People Officer
Employment Conditions & Status	Contract – Permanent, Full Time
Location	Springfield Depot, Hobart
Role purpose	The Health, Safety & Wellbeing Manager will manage and implement work health and safety systems, culture and practices in safety to minimise harm to Metro's people and assets.

Organisational Requirements

All positions within Metro Tasmania will support the achievement of the Metro Tasmania Vision. To be an attractive travel option contributing to an integrated public transport network in Tasmania.

Employees are required to comply with all relevant legislation, laws, regulations, standards, codes and Metro Tasmania policies and procedures.

While at work employees must take reasonable care of their own health and safety and the health and safety of others, including those working under their supervision or direction that may be affected by their acts or omissions in accordance with relevant State and Federal Work Health and Safety Legislation

Our Values

Safety

We take pride in everyone getting home safely, by having a safe workplace; and putting safety first.

Respect

We show respect for everyone at all times by acting with integrity in all our actions, words, intentions.

Resilience

We have the courage to deal with our day-to-day challenges, showing determination; commitment; and strength.

Unity

We work together with honesty and transparency; we listen, we collaborate, we cooperate, we celebrate success.

Service Driven

We take pride in what we do and it is our pleasure to deliver an outstanding experience for everyone, recognising we have internal and external customers; continually challenging ourselves to do things better; and striving for excellence.

Role Accountabilities

Operational Responsibilities

Promote and provide leadership for a safe working environment at Metro Tasmania.

Provide leadership and support to the Health, Safety & Wellbeing (HS&W) Team.

Coach, mentor and develop the HS&W team and all Metro employees in order to achieve the required outcomes in line with strategic plans.

Collaboratively assist, coach, influence and support the Senior Management Team to make informed decisions, to enable a strong HS&W culture and improved performance.

Manage all financial activities for HS&W Programs

Develop performance reports of all HS&W Programs and report regularly (as required).

Provide specialist and timely HS&W advice to the Chief People Officer in relation to any budget risks and/or new revenue sources relevant to HS&W projects/programs.

Work with diverse teams to plan, develop and manage health promotion programs/projects across Metro state-wide.

Support workforce development and capacity building strategies which are important components of health promotion.

Fully comply with all relevant Work Health and Safety legislation.

Take reasonable care to protect the health and safety of staff and visitors.

Health & Safety

In collaboration with the Chief People Officer, develop and implement the Metro Health, Safety, Wellbeing and Environmental Strategy 2021-2026 to build a positive HS&W culture and continuously improve HS&W performance, consistent with contemporary practice, current research and legislative compliance requirements.

Work with the Chief People Officer to develop and implement a HS&W System and HS&W Frameworks across all Metro's functions ensuring it supports the strategic plan and company objectives.

Once implemented, maintain and continuously improve the Metro HS&W Management System, which covers WHS, injury management, workers compensation and health and wellbeing, and to ensure that the system meets the required internal and external standards and drive continuous improvement.

Provide information and advice to management and governance related to serious HS&W risks to the Metro and facilitate collaborative interactions to devise appropriate solutions.

Build positive and productive stakeholder relationships to build engagement with customers, communities, and stakeholders to ensure HS&W obligations and standards are consistently applied in all activities on Metro's sites.

Maintain HS&W reporting systems and, with support of the Executive Leadership and Management Teams, facilitate a reporting culture to monitor incidents and injuries and identify risks.

Develop and improve internal audit processes and tools for the Senior HS&W Advisor and HS representatives and managers on HS&W hazards and risks.

	<p>Develop and continuously improve HS&W training packages for Metro to build capability and knowledge.</p> <p>Ensure that performance indicators and systems are in place to support the achievement of Metro's strategic and operational goals.</p> <p>Work with the Senior HS&W Advisor and P&C Advisors to undertake contemporary and best practice safety investigations.</p> <p>Provide timely, high quality reports and other written communication for a variety of audiences.</p>
Employee Wellbeing	<p>Develop and implement best practice wellbeing initiatives and programs to support all Metro employees located state-wide.</p> <p>Provide advice and support to the Chief People Officer to ensure the Employee Wellbeing programs and initiatives align with and deliver on Metro's strategic plan.</p> <p>Consult with employees across Metro and apply researched methodology in social, emotional health project/program design, implementation and evaluation tailored to suit the unique cross-cultural needs of Metro's diverse workforce.</p> <p>Develop, monitor and evaluate a culturally appropriate and responsive Employee Wellbeing Strategy.</p> <p>Plan, budget and document all aspects of projects/programs including (but not limited to): Nutrition Program, Rewards and Recognition Program, Corporate Health Care Program, Health Check days, Flu Vaccination Program, Employee Assistance Program etc.</p> <p>Draw on relevant literature and research findings to develop/improve health and wellbeing programs and outcomes.</p>
Projects and Other Tasks	<p>Identify Safety technology and solutions that can drive a health, safety and wellbeing focus across Metro to improve efficiencies and effectiveness.</p> <p>Manage the development and implementation of strategic plans, policies, processes and practices to support the implementation of health, safety & wellbeing projects of strategic importance.</p> <p>Contribute to the effective leadership and functioning of the People Division.</p> <p>Other duties commensurate with skills and experience, as directed.</p>
Safety and Wellbeing (Organisational)	<p>Promote and provide active leadership for a safe working environment at Metro Tasmania, this includes and is not limited to:</p> <ul style="list-style-type: none"> • reducing potential for injuries to staff, contractors and members of the public; • partaking in lead and lag reporting practices; • championing safety in all activities; • having confidence and authority to immediately stop any dangerous activities; • promote and drive safe work practises which improve lost time injuries and workers compensation due to

minimising injuries; and promote wellbeing and preventative activities.

Management Authorities (if appropriate)

Direct reports – Two (2)

- Provide expert advice and assistance to the Chief People Officer and Metro management team in all aspects of HS&W matters;
- Provide expert advice, coaching and support to the Metro management team and broader operational management, to drive employee HS&W through the alignment of safe work procedures and focus with Metro's zero harm philosophy.

Refer to the Delegation of Authority Manual.

Role Relationships

Internal

Executive Management Team

Line Managers

Board Members

External

Government and Regulatory Agencies

Vendors and Service Providers

Unions

Workplace Standards

WorkSafe Tasmania

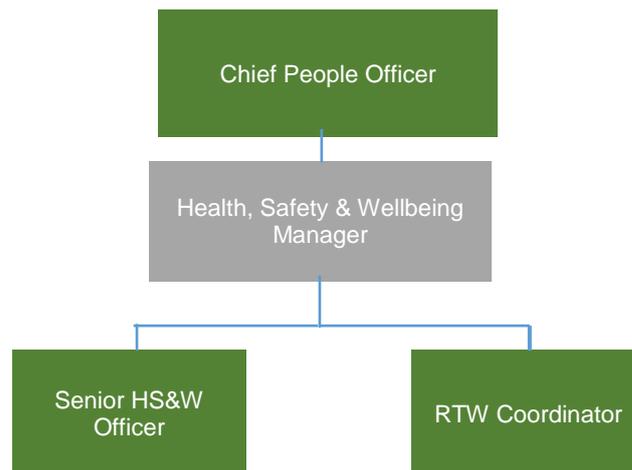
Metro Customers

EAP provider

Workers Compensation Tribunal

Insurance Provider

Organisational Chart



Qualifications and Experience

- Tertiary qualifications in Work, Health & Safety Management
- Experienced manager (in similar role)
- Well developed experience managing workers compensation, rehabilitation, return to work and claims management
- Experience developing safe work procedures
- Licenced Investigator (desirable) and experience conducting workplace safety inspections, investigations and audits

- Certified Trainer (desirable) and experience delivering face-to-face training
- Drivers Licence

Knowledge, Skills and Abilities

1. Highly consultative and collaborative – builds strong relationships with key stakeholders, seeks to understand key needs and requirements.
2. Experience in leading a team, implementing cultural improvement programs and effective management of change.
3. Proven ability to implement a HS&W system and develop strategies, frameworks, including policies and guidelines.
4. Demonstrated capability to lead continuous improvement activities and encourage team members to identify ineffective processes and contribute to new ideas and ways of working.
5. Demonstrated ability for effective team leadership and management across multiple office and/or site locations.
6. High level of self-management and time management skills.
7. Excellent communication skills including negotiation, interpersonal, presentation, facilitation and report writing skills and the ability to present technical information in a readily understandable format.
8. Demonstrated ability to interpret and action WHS legislation to ensure compliance.
9. Excellent skills with the Microsoft Office suite of products.

Approval

Date: ~~February~~ 2021

Approved by:



Katie Cooper, Chief Executive Officer

February 2021
