



## Safety and Wellbeing Coordinator

### The Opportunity

This full time position is an exciting opportunity for a motivated and passionate professional to join our dedicated Not-For-Profit organisation.

Operating within the People & Culture team and reporting directly to the Executive Manager People and Culture, this critical role is instrumental to creating a nurturing a culture for the organisation that drives a safe and healthy workplace for all.

### About the Role

The role will establish, maintain and promote a culture of wellness and safety practice excellence, creating a work environment that provides for the safety of all employees and safeguards system and service compliance with all relevant legislation and standards.

This is a hands-on role where your expertise really matters. A key focus will be on promoting and ensuring psychosocial safety within the workplace. You'll have the opportunity to grow the role and make a real impact on safety and wellbeing.

### What we offer

- Competitive Salary.
- Great Salary Packaging benefits offered.
- Professional development and training opportunities.
- Employee Assistance and Wellbeing Programs.
- A passionate and supportive Team environment.
- Equal Opportunity and Rainbow Tick Accredited employer.

### Key responsibilities for this role include:

- Develop and implement sound WHS policies and procedures that strive for best practice, are fit for purpose and compliant with the WHS Act, relevant regulations and legislation.

- Undertake safety inspections and audits, complete risk assessments, investigate accidents, incidents and near miss events to determine root causes aim implement corrective measures to prevent recurrence.
- Develop, deliver and implement an innovative and contemporary health and wellbeing program to support Organisational initiatives towards creating a healthy workplace.
- Lead the WHS Committee and meetings, employee Wellbeing Program and Working Group.
- Design and deliver wellbeing programs, workshops, and events.
- Promote Safety initiatives and facilitate internal training including the New Employee Induction to ensure the integration of safety practices into daily operations.
- Report on health and safety awareness, initiatives, issues and statistics as required.
- Monitor WHS and wellbeing across all sites, including the reporting of identified hazards, risks or incidents and ensure risk assessments are undertaken and control measures are adequate.
- Work in line with information sharing legislation provisions and other legal requirements.

### **About you**

You will demonstrate a positive outlook and thrive in an environment where you can identify improvements, develop and implement systems and procedures and help drive a safety first culture.

You are a self-motivated, diligent individual who is able to action tasks independently and has the ability to work positively in a team.

Your specialist expertise and experience should include:

- Minimum Certificate IV Work Health & Safety
- Minimum of three years experience in a safety officer or advisory role
- ICAM Lead Investigator Training desirable
- Certificate IV in Training and Assessing desirable
- Hold a First Aid Certificate desirable
- Fire Safety Advisor Certificate desirable
- Knowledge and understanding of the not for profit community services sector highly regarded

### **About us**

The Mallee Sexual Assault Unit (MSAU) and Mallee Domestic Violence Services (MDVS) provides services for women, men and children throughout the Northern and Southern Mallee region, border communities of New South Wales, the Mallee Track and Shires of Gannawarra and Buloke. Our services are free and available to all victim survivors.

We have a strong commitment to a workplace culture that is collaborative, provides work-life flexibility and encourages opportunities for growth and development. We take pride in providing a supportive workplace with great career opportunities for our employees.

## **How to Apply**

All applicants must have the right to work in Australia, be willing and able to obtain a Working with Children Check for both VIC & NSW, a National Police Check and hold a current Driver's Licence.

For enquiries, please **contact Deanne Kontrec**, Executive Manager People & Culture MSAU-MDVS on **(03) 5025 5400** or via email **[careers@msau-mdvs.org.au](mailto:careers@msau-mdvs.org.au)**.

To obtain a detailed Position Description and instructions on how to apply, please visit our website **<https://msau-mdvs.org.au/employment>**.

**Applications close at 3.00pm Friday 16th October 2024**