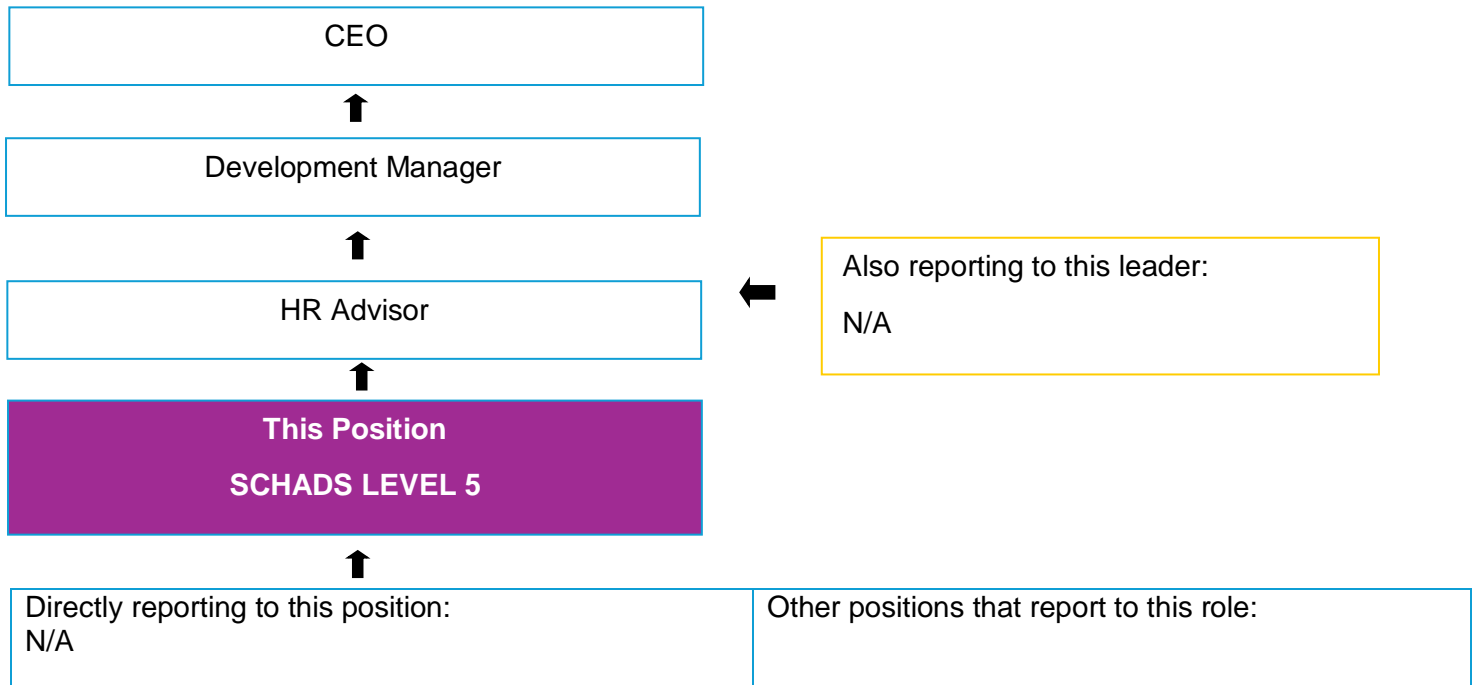


Job Description

HR and Safety Officer

Reporting Relationships



Organisation

Advocare is a leader in addressing the rights of older people and elder abuse.

For nearly 30 years we have proudly helped older Western Australians access the right supports, information and protections available to them.

Team

You are a key part of the corporate team working to support and facilitate outcomes across all teams in the organisation, as well as to those we serve and those who are stakeholders in our mission. One element of our entire Advocare Team has in common, is the belief in Social Justice – that human rights do not diminish with age.

Position

The primary purpose of this position is to deliver effective, efficient, accurate, and timely guidance, advice, support, and coaching to employees and leaders on work health and safety (WHS) matters. This role will focus on promoting a safe working environment by ensuring compliance with WHS regulations, conducting risk assessments, and implementing relevant work health and safety procedures. Additionally, the HR and Safety Officer will provide generalist HR support to ensure that safety is integrated into all aspects of Advocare's operations.

Our Vision, Purpose and Values

Reflecting our organisational values in every aspect of your role is integral.

Our Vision

A society where older people are safe, empowered and cherished.

Our Purpose

To transform lives and communities through education, collaboration and advocacy, supporting older Western Australians to live the lives of their choice.

Our Values

Integrity - We will act with integrity to support an environment of honesty, confidentiality and mutual trust.

Empowerment - We will work with you to ensure you are well informed to make your choices and we will also advocate with and for you.

Social Justice - We are here to protect the rights of older people. Human rights do not diminish with age.

Equity - We will support all older people, respecting the diversity of our community.

Accountabilities

Your specific accountabilities include these aspects.

Organisation

- Actively engage and contribute to Advocare's vision, purpose and values.
- Ensure own compliance with internal policies and procedures including: The Advocare Code of Conduct, Workplace Health and Safety legislation including any regulations or Codes of Practice, the *Disability Services Act 1986* (Cth), and the *Equal Opportunity Act 1984* (WA).
- Shows compassion to clients by providing service excellence aligned to the level of responsibility.
- Effectively represents Advocare in external forums and partnership meetings, within the context of role.
- Provides high quality verbal and written reports as requested by the Chief Executive Officer, Board and funding bodies.
- Maintains appropriate records and documentation consistent with the relevant policies and instructions of Advocare.
- Actively collaborate and support all Advocare programs to achieve our shared goals and meet contractual objectives, fostering a unified approach across the entire organisation.
- Undertakes training/professional development and shares learning.

Team

- Respects others within a professional setting, including for their own choices.
- Participates in team meetings, team building, planning and development discussions, evaluations, supervision sessions, training sessions, and review activities, leading these activities where required in the context of your role.
- Identify opportunities for improvement and liaise regularly with other staff within Advocare to foster a culture of continuous improvement.
- Develops and maintains networks within your professional capacity, to both grow your capability and to further the objectives of Advocare.
- Provide any other support required for the team, utilising your capability and capacity.

Position duties and responsibilities.

Work Health and Safety (WH&S)

- Identify, create and lead innovative WH&S initiatives to promote a culture of safety, employee wellbeing and continuous improvement.
- Leading Health and Safety Committee (HSC) meetings and coordinate, implement, and monitor Committee initiatives, ensuring they align with organisational policies and regulatory requirements.
- Maintain Hazard and Injury reports ensuring appropriate follow ups with relevant stakeholders on agreed actions and outcomes, recording on register.
- Collaborate with stakeholders to enhance WH&S data capture, processing, reporting and trending.
- Partner with leaders to provide professional advice and coaching on WH&S matters whilst having regard to relevant legal frameworks, policies, procedures and industrial instruments (Work Health and Safety Act 2020, Fair Work Act 2009; Advocare Enterprise Agreement; SCHADS Award) to ensure leaders are empowered and individuals are supported.
- Develop and implement WH&S policies, guidelines, and procedures, investigating incidents and communicating safety learnings across the organisation.
- Manage the processing of safety-related forms, including ergonomic assessments and Work from Home checklists and coordinate specific safety requirements with the office administration team.
- Conduct WH&S site inspections as required and implement safety measures including for our regional staff.
- Collaborate with leaders to identify training and initiatives that promote safety while aiming to reduce incidents and injuries.
- Undertake the role of Rehabilitation & Return to Work Coordinator and liase with injured workers, workers compensation insurers, rehabilitation providers, medical service providers and payroll team.

HR Support

- Assist HR Advisor with HR initiatives on all aspects of the employee life cycle including recruitment, onboarding, performance management, investigations, grievances, legislation or award interpretation and offboarding.
- Facilitate HR and WH&S Inductions for new starters.
- Complete HR reporting, documentation and administrative requirements following standard procedures using available technology.
- Undertake other duties and projects as required within the context of the role.

Specific Requirements

Pre-requisite Criteria	essential	optional
Tertiary qualification in a relevant discipline such as human resources, workplace health and safety and/or equivalent experience.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrated proficiency and understanding of Work health and safety principles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Willingness to travel to across metropolitan and regional WA with some overnight stays	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proof of up-to-date influenza vaccination or willingness to obtain (unless appropriate exemption granted).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
National Criminal Record Screening Clearance (Less than 3 months old)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medical and fitness for work	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C or CA Class Driver's License	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Work Related Requirements

Essential

- Minimum 2 years' experience as a Work Health and Safety Administrator, accompanied by a formal qualification in Work Health and Safety or a related business discipline.
- Demonstrated proficiency and understanding of Work Health & Safety principles, processes, and systems.
- Experience in the development of work health and safety procedures, with a focus on psychosocial safety.
- Demonstrated expertise in coaching and guiding leaders on Workplace Health and Safety (WHS) matters, ensuring alignment and compliance with all relevant legislation.
- Exceptional attention to detail, with a commitment to maintaining confidentiality and professionalism.
- Understanding of employee legislation, awards and enterprise agreements
- Well-developed communication, negotiation, influencing and interpersonal skills.
- Proven ability to work at an advisory level preferably in a not-for-profit organisation
- Experience in utilising HR systems and sound Microsoft office suite skills.

Desirable

- Experience working in the not-for-profit sector

Signing Page

**Approved
by**

Date

Review and discuss Role Expectations:

Manager

Date

Employee

Date