

WHS and Risk Officer

The WHS and Risk Officer oversees all aspects of Toora's work health and safety and risk areas. The position plays a central role in developing, implementing, managing and reporting on robust and effective risk management and work health and safety practices within Toora. The WHS and Risk Officer will provide expertise and advice to employees, the Management Team and other internal and external stakeholders.

The WHS and Risk Officer reports to the Governance Manager, and will work closely with the People and Culture team, Toora WHS Staff Representatives and Managers.

Performance Indicators

S.no	Performance indicator	Measurement of performance indicator	Assessment period
1	Collaboration, networking and relationships	<ul style="list-style-type: none"> • Build and maintain strong relationships with internal and external stakeholders to enhance opportunities for collaboration, partnerships and sharing of resources. • Embrace opportunities to collaborate with your colleagues, and share ideas and knowledge freely to contribute to a positive team culture, and support your colleagues in achieving collective goals. • Represent Toora Women Inc. in a professional manner at all times when at work or out in the community 	6 months
2	Developing Oneself	<ul style="list-style-type: none"> • Demonstrate a commitment to self-improvement, professional growth, and staying up-to-date with industry trends in your area of expertise and in the social sector. • Actively engage in the performance appraisal process to understand your strengths and areas for focused capability development, and work with your Manager to select learning opportunities that will develop your capabilities and support you in reaching your potential. • Attend professional supervision (internal and external) as required by your role 	6 months
3	Demonstrate the Toora Values	<ul style="list-style-type: none"> • Demonstrate Toora's core values in everything you do at work by aligning your behaviour, decisions, and interactions with our values, contributing to the development of a positive and cohesive work culture. • Be committed to upholding Toora's mission, fostering trust with your colleagues and clients, and promoting a shared sense of purpose and integrity as we work towards the same goal. 	6 months

S.no	Performance indicator	Measurement of performance indicator	Assessment period
4	Organisational Capacity	<ul style="list-style-type: none"> • Assist in the accreditation and registration for community housing, QIC and other mandatory requirements. • Maintain update to date WHS and Risk Policies and procedures • Secretariate support for the WHS Committee • Lead WHS and Risk Internal audits • Triage Tickit incidents, escalating any serious incident to the Governance Manager for review 	6 months
5	Governance and Compliance	<ul style="list-style-type: none"> • Support the Governance manager with corporate compliance requirements • Provide WHS and Risk advice to managers and CEO as required • Maintain relationship with regulators and accreditation bodies • Monitor contract compliance in WHS and Risk 	6 months
6	Leadership	<ul style="list-style-type: none"> • Mentor and support other more junior staff to provide assistance with complex queries as required. • Provide input into processes and procedures and evaluation and monitoring of programs providing insights collected. 	6 months

S.no	Performance indicator	Measurement of performance indicator	Assessment period
7	SCHADS Level 5/6 Expectations	<p>Level 5:</p> <ul style="list-style-type: none"> • Employees at this level will work under general direction from more senior employees and require a higher level of skills and knowledge to achieve results. Employees could be asked to draw upon more than one area of expertise or discipline. • Initiative may be required to be exercised in areas where methods and practices are not established. Employees may also assist in the development of the organisation's programs and procedures. They also may be required to help prepare the budget for the organisation. • Level 5 employees will often supervise and provide expert advice to employees at lower classification levels as well as to volunteers. Employees will monitor the workflow in the area in which they are responsible, as well as organize both their own and lower classified employees' work <p>Level 6:</p> <ul style="list-style-type: none"> • Level 6 employees will work mainly autonomously and under limited direction from more senior employees or management. They will often perform a variety of tasks that may involve the development of operational practices, policies, and guidelines. • Employees will have more responsibility and influence over the operational activities, they may also be required to prepare the organisational budgets and establish work procedures. Employees could also be asked to negotiate matters on behalf of the organisation and are expected to have a comprehensive understanding of the organisation's long-term goals. • Level 6 employees may draw upon their expertise to exercise decision-making and advise employees at lower managerial levels. For the areas in which they are responsible, employees are expected to set outcomes to achieve the organisational objectives. They may also be required to organise and coordinate programs and projects and will be senior members of the project team. • Due to the increased level of responsibility and authority, employees under this classification will require a high level of interpersonal skills to achieve results and motivate staff. They are expected to be able to exercise and implement effective staff management practices. 	6 months

Other roles and responsibilities

The WHS and Risk Officer will deliver the following key responsibilities:

WHS

- Regular review, and update of WHS policies, procedures to ensure compliance with relevant legislation

- Lead and coordinate participation in WHS audits and evaluations, including analysis of results.
- Work with various teams in Toora to assess the safety and risk elements of their work and ensure they are supported to meet legislative, sector and best practice requirements
- Collaborate with WHS Committee members and HSRs, and with assistance from the Governance Manager to ensure WHS issues raised are monitored, actioned, resolved and documented in line with Toora processes
- Plan and coordinate workplace inspections, testing and training as required
- Maintain the accuracy and effectiveness of Toora's online Incident Management System
- Triage all incidents raised via Toora's online Incident Management System
- Provide reports, including analysis of results to the Governance Manager, Management, CEO and Board as required
- Provide secretariate support to the Toora WHS Committee

Return to Work

- Participate, contribute and assist, when necessary, in the implementation, coordination and support of rehabilitation programs and injury management initiatives;
- Coordinate and/or assist in, when necessary, the processing and administration of Works Compensation Claims;
- Perform all duties required relating to Worker's Compensation in accordance with relevant legislation.

Risk

- Assist with the maintenance and review of Toora's Risk Management Framework and Policy
- Assist in the implementation and embedding of risk management systems, principals and processes across the organisation.
- Manage Toora's Enterprise Risk Register and Risk Management System
- Assist the Leadership Team, the Organisational Governance Sub- Committee and Toora through regular reviews, maintenance and reporting on Toora Strategic and Operational Risk Registers
- Lead and coordinate participation in Risk Management audits and evaluations, including analysis of results
- As directed, facilitate the undertaking of risk assessments

Previous experience

Demonstrated Essential Criteria

- Working knowledge and understanding in the application of legislation relating to WHS & Risk management in the community sector
- Demonstrated ability to work well in a team environment and the ability to achieve

organisational and team values, goals and objectives and to act confidentially and professionally;

- High level administrative skills including knowledge and experience in database management, legislative processes, preparation of written reports, and the like;
- Well-developed oral and written communication skills including negotiation, conflict resolution, problem solving skills and the capacity to build and maintain positive relationships;
- High level interpersonal skills including the capacity to perform effectively in diverse and complex environments;
- Well-developed knowledge of the principles of equal opportunity, diversity, work health & safety and risk management;
- Experience in WHS and/or risk internal auditing
- Experience managing organisational wide risk processes

Desirable Criteria

- An understanding of risks within the community service sector, in particular homelessness and Alcohol and other Drug sectors
- Experience and/or qualifications in investigations

Education

- A tertiary qualification and/or experience in a field relating WHS and/or Risk
- Must possess a valid ACT Working with Vulnerable People registration and a satisfactory National Police Check.
- Must possess a current driver's license and be willing to drive.