

Employee Services Advisor - WHS

Armidale Catholic Schools

Position Description

[Click here to apply.](#) Applications close 10 March 2024

Position level	ACSO Remuneration Framework Level 10
Salary (full-time)	\$135,853 (plus superannuation and leave loading)
Reports to	Head of Employee Services
Team	Employee Services
Location	Armidale Catholic Schools Office Armidale or Tamworth
Employment type	Full-time (1.0 FTE)
Employment status	Permanent
Hours per fortnight	70 (Monday to Friday 8.30 am - 4.30 pm)

About the Armidale Catholic School's Office

The Armidale Catholic Schools Office (ACSO) Diocese of Armidale serves 24 systemic schools; 19 primary, two central (K-10) and three secondary (7-12) around the New England and North West region of NSW. The Catholic Diocese of Armidale is the second-largest diocese geographically in NSW and within our boundaries are the major centres of Armidale, Tamworth, Gunnedah, Moree, Narrabri, Inverell and 13 other towns including; Uralla, Walcha, Guyra, Tenterfield, Glen Innes, Walgett, Manilla, Warialda, Barraba, Mungindi, Wee Waa, Boggabri and Quirindi. There are approximately 1,000 employees in teaching and non-teaching roles and the ACSO aids schools in building a catholic professional learning community for almost 6,000 students across the Diocese.

Staff at the ACSO are responsible for providing educational, administrative, information technology, industrial, financial and employee services support to these schools. All employees of the ACSO have a shared vision, to work together and with school teams to improve learning, teaching and wellbeing. To do this work with a common purpose centred on a contemporary Catholic worldview of bringing all to the fullness of life.

For further information on the organisation, please visit www.arm.catholic.edu.au.

Position Purpose

The Work Health and Safety Coordinator will drive best practice safety and health management systems throughout the Diocesan system of schools, as well as provide expert assistance, advice and coaching to schools on the management of WHS systems, programs and procedures to ensure compliance with legislation and industry best practices.

This role will support development and promotion of WHS and Risk Management systems that foster a participative, safe and compliant working culture, and incorporate sound risk management.

Commencement

The commencement date for this position will be negotiated with the successful applicant.

Key Responsibilities

Duties related to the position would normally include but are not limited to the following:

Key area	Task
Policies and procedures	<ul style="list-style-type: none">● Develop, co-ordinate, implement and promote effective workplace health and safety policies and procedures.● Review and amend policy and procedures in accordance with legislative changes and organisation changes and needs ensuring currency.● Maintenance of internal policy and procedure portal ensuring currency of published documentation.● Work with the Employee Services Team to establish and implement a range of policies and procedures to improve workers compensation claims management and return to work across the Diocese.
Workplace Health and Safety	<ul style="list-style-type: none">● Actively work with members of the school executive to establish and develop a performance and accountability-based workplace health and safety culture throughout the Diocese.● Provide WHS expertise, guidance and advice to ACSO leadership, school leadership and staff and WHS Committees ensuring they understand their role and meet their legislative obligations.● ACSO and school WHS audits, inspections (including test and tag) and investigations are conducted, and appropriate risk identification, assessment and control measures are in place.● Engage with ACSO and school leadership on WHS issues and programs, communicate and promote effective WHS practices.● Participate as a member of Inter-Diocese WHS/Return to work committee attending meetings bi-annually.

	<ul style="list-style-type: none"> ● Liaise, consult and negotiate as appropriate with external authorities eg SafeWork, CER, EML & IEU.
Risk management and compliance	<ul style="list-style-type: none"> ● Provide advice and assistance to develop, implement and support commitment to compliance and best practice WHS systems and Risk Management Framework and Programs. ● Support ACSO and schools in the development and review of risk assessments, specifically relating to high risk activities such as camps, expeditions, excursions and overseas trips. ● Utilise online platform, work collaboratively with ACSO and Principals to design, monitor and report on system performance relating to risk management and compliance requirements. ● Maintenance of online risk management and compliance forms including incident and grievance forms.
Training and induction	<ul style="list-style-type: none"> ● Coordinate workplace health and safety induction resources and training where required. ● Assist in the identification of workplace health and safety training requirements and development or sourcing of relevant training providers including Education Safety Network, GRC solutions and Ideagen. ● Report and follow-up on employee participation in mandatory training. ● Coordinate and ensure WHS education systems are in place to achieve ongoing compliance and the maintenance of a safe work environment.
General	<ul style="list-style-type: none"> ● Attend any other matters appropriate for the position and consistent with the skills of the incumbent.

The Armidale Catholic Schools Office reserves the right to alter roles, responsibilities and requirements as required.

Selection criteria

General expectations of staff at the Armidale Catholic Schools Office

- Respect of and a commitment to the Catholic ethos and a willingness to foster it.
- Serve the employer faithfully, honestly, efficiently and diligently and exercise all due care and skill in the performance of your duties.
- Act as a team member, developing and supporting the philosophy and ethos of the team.
- Ensure appropriate behaviours when engaging with children.
- Willingness to undertake professional development.
- Maintain strict observance of school policies, rules and procedures including the reporting of improper or unethical conduct.
- Observe and comply with all WHS protocols.

- Ensure all colleagues, students and parents are provided with quality service in a timely, efficient and friendly manner.
- The ability to maintain strict confidentiality and to exercise discretion and sound judgement.
- Act in a professional and respectful manner at all times.
- Comply with the [Framework for the Accreditation of Staff in Catholic Schools](#).
- Employment with the Catholic Schools Office Armidale is conditional upon successful applicants having or obtaining a valid and current NSW Working with Children Check Clearance.

Essential criteria

- Demonstrated working knowledge of work health and safety and WorkCover industry
- Knowledge of and ability to interpret WHS legislation, policies, and procedures
- Workcover accredited Return to Work Coordinator
- High-level competencies in work health, safety and rehabilitation planning in an educational environment
- Demonstrated ability to work independently and professionally with limited supervision
- Demonstrated competence in working with both professional and skilled level staff with high level interpersonal and communication
- An understanding and experience in the development of preventative strategies to minimise WHS risks in the workplace
- Understanding of workplace psycho-social risk factors and preventative strategies
- Experience in driving cultural change to support risk management processes
- High level of computer literacy
- Current drivers licence and willingness to undertake travel (fully maintained vehicle provided)

Desirable

- Relevant tertiary qualifications

Application

For questions regarding the professional nature of this position, please contact Head of Employee Services, Kate Kenny on 0427 712 441 or email kkenny@arm.catholic.edu.au.

Before submitting your application, please ensure the following:

- You have carefully read the position description and ensure you understand the role you are applying for and that it is suited to your skills, experience and qualifications.

- Complete the relevant online application form by [clicking here](#) and attach a cover letter and CV that clearly outlines your qualifications and career history.

Preferred applicants must have the right to work in Australia and will be subject to employment screening.