



Position Description
OH&S Co-ordinator

Reporting to:	Director, People & Culture
Unit:	Mission Resourcing Unit
Location:	Melbourne CBD
Tenure:	Ongoing
Hours per week:	full-time or .8 (four days a week)
Cost centre:	
Date:	June 2024

Name

Signature

Date

Manager

Signature

Date

Uniting Church in Australia – Synod of Victoria and Tasmania

The UCAVT (Uniting Church in Australia – Synod of Victoria and Tasmania) is the Council of the Uniting Church in Australia (UCA) responsible for the general oversight, direction and administration of the Church's worship, witness and service in the region allotted to it. It exercises pastoral, executive, administrative and disciplinary responsibilities in relation to the presbyteries within its bounds. In particular, it promotes and encourages the work of the Church, assisting congregations and presbyteries within its bounds in their faithful participation in the mission of God.

Mission Resourcing Unit

Within synod-based operations, the Mission Resourcing Unit (MRU) offers a range of professional services that are financial, technological and people-related, to support and resource mission and ministry. The MRU supports and resources the aspirations outlined in the Synod's Strategic Framework (our Vision Statement, Mission Principles, Statements of Intent, Strategic Priorities and Areas of Focus). Underpinned by a culture of service excellence, the MRU aims to provide timely and accurate advice, information and services that support presbyteries and faith communities, and partners with them to advance mission and ministry. The MRU strives to demonstrate leadership by actively:

- promoting all aspects of the Synod's life, and deliberately addressing the Strategic Priorities and Areas of Focus as resolved by the Synod
- developing networks and building deep partnerships across synod-based ministries and operations, presbyteries and their congregations

People & Culture Team

The People & Culture Team provide a full range of human resource management services relevant to the employment life cycle, from recruitment to retirement. The team works closely and collaboratively with managers to support performance through the provision of expert, accurate and timely information and advice.

People & Culture promote the UCA Values and Characteristics, and a positive and productive work environment.

Working as a trusted advisor the team leads and supports organisational development programs, include change initiatives, annual engagement survey, wellbeing and staff safety training, management and leadership development.

Role purpose

The OH&S Co-ordinator plays a critical part in enhancing safety for all people engaged by the Church. The role provides expertise to drive the Synod's workplace safety capability agenda.

The OH&S Co-ordinator ensures up to date understanding of OH&S/WHS legislation is provided in a timely advice. With a sound understanding of risk reduction measures this role guides and influences others including volunteers, ministers and lay staff.

In collaboration with P&C Director the role ensures governance structures, processes, roles and responsibilities are clearly defined and in place. This includes reporting on KPIs so that trends can be identified and analysed to inform mitigation actions.

The role works to increase OH&S literacy and aims to educate, resource, to equip organisational capability and workplace safety.

Key selection criteria

Qualifications and experience

This position requires the following qualifications and experience.

- Tertiary qualifications in education, psychology, human resources, OH&S, and/or related field
- Certificate IV Workplace Assessment and Training essential
- Minimum four years' experience in a similar role

Skills and abilities

The successful applicant will have the following skills and abilities.

1. **OH&S expertise:** Understanding of the OHS/WHS legislation of Victoria and Tasmania and its application to worker health and safety including a range of work sites, volunteer engagement, ministers and lay staff. Working knowledge of injury management, claims handling, return to work, workplace investigations and preventative measures to ensure a workplace safety.
2. **Presentation & training skills:** Ability to design, develop and deliver education programs/training to build awareness, organisational capacity and OH&S literacy.
3. **Team work:** Cooperates and works well with others in the pursuit of team goals. Collaborates and shares information and shows consideration, concern and respect for others' feelings and ideas. Accommodates and works well with the different working styles.
4. **Client services:** Identifies and responds to clients' needs. Uses understanding of the client or stakeholder's organisational context to tailor services and encourage compliance obligations. Constructively deals with service issues that arise in a timely manner.
5. **Planning and organising:** Sets clearly defined objectives and priorities and operates accordingly, reviewing and adjusting as required. Identifies processes, tasks and resources required to achieve a goal. Uses systems and procedures to guide work and track progress and maintain confidential information.
6. **Influence & relationship development:** Identifies and responds to other people's underlying needs. Works well with volunteers and adjusts information and advice to a range of people. Ability to liaise with relevant regulatory bodies.
7. **Conceptual and analytical skills:** Deals with concepts and complexity comfortably; uses analytical and conceptual skills to reason through problems; has creative ideas and links these to innovation and problem solving.
8. **Detail focus:** Observes fine details; identifies gaps in information and looks for logical sequences of information; highlights practical considerations of plans and activities.

Personal competencies/qualities

The successful applicant will also have these competencies and qualities.

9. **Communication & interpersonal skills:** Excellent verbal and written communication skills; excellent interpersonal skills and ability to effectively interact with a diverse range of individuals, groups, and committees in order to actively promote a culture of safety.
10. **Awareness of culture and diversity:** Awareness of issues related to inclusion and fairness; understanding of diversity in culture (importance of Culturally and Linguistically Diverse – CALD – communities), ability, age, gender and sexuality (issues related to

Lesbian Gay Bisexual Transgender Intersex – LGBTI – communities); capacity to embrace the values and benefits of diverse communities, including in faith-based gatherings and workplaces.

Other requirements

Applicants may be required to obtain a Working with Children’s Check, and their employment will be subject to satisfactory completion of a National Criminal History Check.

Flexibility is required in terms of working hours, with work on weekends and/or in evenings necessary from time to time. Annual leave may not be taken immediately prior to or during the Synod meeting. Travel within Victoria and Tasmania, and interstate, will be required. Applicants will require a current driver’s licence.

Applicants must be willing to work within the UCA’s workplace values and characteristics (see below). They must support the directions outlined in the Synod’s document ‘Our Vision Statement, Mission Principles, Statements of Intent, Strategic Priorities and Areas of Focus’.

Key accountabilities and activities

Key Accountabilities	Key Activities
<p>Delivery a range of OH&S services</p>	<p>Promote workplace health and safety across Synod work sites and provide timely, relevant and accurate advice on OH&S related matters.</p> <p>Ensure good governance, including for example,</p> <ul style="list-style-type: none"> • Coordinate the Synod OH&S committee meeting and provide updated reports to relevant committees and the Synod Ministries and Operations (SMO) senior leadership team. • Assess risks against KPIs and identify mitigated measure and opportunities for improving OH&S systems • Ensure information management including reports, registers and data is filled correctly and in accordance with legislative requirements. • Draft policy, related documents and reports as requested. • Develop and or enhance existing technology to improve information gathering, storage and reporting <p>Provide advice on corrective actions to prevent reoccurrence of workplace injury as relevant.</p> <ul style="list-style-type: none"> • Ensure update to date understanding of OH&S and WHS legislations including changes that speak to ‘safe workplace relationships’. • Ensure contemporary OH&S information is available including website, posts, alerts, intranet, staff hubs and that the physical safety notice boards are up to date. • Conduct a set number of site inspections annually on a risk based methodology (and or as requested) and provide feedback and reports including recommendations to management and relevant responsible persons.

	<ul style="list-style-type: none"> • Support workplace investigations as requested. <p>Co-ordinate injury management, including for example;</p> <ul style="list-style-type: none"> • Record and report on incident reports as required. • Liaise with relevant MRU teams including, Property Services and Insurance Services regarding claims handling, obtain information, complete worksite visits/investigations as required. • Complete reports including corrective measures and actions. • Coordinate injury management including claims administration and return to work plans. • Liaise with the insurance provider and case manager to ensure timely worker compensation case management handling through to WIC conciliation settlements. <p>Build capability</p> <ul style="list-style-type: none"> • Work to increase OH&S literacy and drive the promotion of OH&S/WHS awareness across the Synod. • Deliver education programs including the design, development and delivery of training to increase skills regarding all aspects of safety and wellbeing at work. • In collaboration with the Director People and Culture enhance resources to equip church leadership and build capability.
Develop and maintain strong relationships	<p>Develop and maintain effective working relationships with a broad range of people across the life of the Church.</p> <p>Maintain an understanding of life within Synod Ministries and Operations, presbyteries and congregations.</p>
Communicate effectively	<p>Convey ideas and information in a clear and interesting way, use audience feedback to refine communication.</p> <p>Handle difficult and sensitive communications appropriately.</p> <p>Write briefs, emails, and reports using clear, concise and grammatically correct language.</p> <p>Use multiple communication channels to tailor communication to relevant audiences.</p>
Demonstrate team work	<p>Openly share insights and work well with others.</p> <p>Participate in team meetings and conversations with peers in a way that encourages effective team work.</p> <p>Resolve any conflict that may arise through effective reconciliation methods.</p> <p>Participate in team development activities and exercises to enhance own leadership and foster a culture of team work across the unit.</p>
Manage self	<p>Prepare own work plan annually with agreed measurable outcomes.</p> <p>Demonstrate a commitment to developing self, learning new skills and gaining new insights into own effectiveness.</p> <p>Actively participate in the annual Performance, Planning and Development Program (PPD).</p>

Synod Vision

Following Christ, walking together as First and Second Peoples, seeking community, compassion and justice for all creation.

Synod Ministries and Operations Mission

To inspire, resource and enable presbyteries, congregations and agencies to live Synod's vision.

Values and Characteristics

Trust – *a dependable partner* - being a dependable partner that builds trust through: respectful, just and honest action; acting with integrity; ensuring the safety of all children and vulnerable people is paramount; aligning policy and practices; and fulfilling promises.

Collaboration – *a shared responsibility* - taking responsibility and collaborating through; knowledge sharing; inclusive decision making; and walking together as First and Second Peoples.

Growth – *an expansive culture* - embracing a culture of generosity and growth by: nurturing new ways of doing things; continuous improvement to practices, systems and processes; hearing all voices, contributions; welcoming diversity and consultative leadership.

Sustainability – *a healthy ecosystem* - maintaining a vibrant environment by: the intentional use of resources and ensuring we have the right skills, development, gifts and talents where we and our work flourish.