

# POSITION DESCRIPTION

## Corporate Safety and Wellbeing Manager

<b>Date:</b>	29 November 2023	<b>Line Manager:</b>	Executive General Manager People and Culture
<b>Title:</b>	Corporate Safety and Wellbeing Manager	<b>Direct Reports:</b>	Nil
<b>Team:</b>	People and Culture	<b>Status of Position:</b>	Permanent Full Time
<b>Location:</b>	Sydney or Canberra	<b>Date Reviewed:</b>	19 January 2024

### 1 Position Summary

Reporting to the Executive General Manager People and Culture, the Corporate Safety and Wellbeing Manager is responsible for managing workplace health, safety, and wellbeing initiatives within the organisation. Key responsibilities include managing office WHS training, injury management, promoting and delivering health and wellbeing initiatives and training, ensuring safe working environments, conducting workplace inspections, and coordinating safety procedures across multiple offices.

This role will involve travel to other office locations and sites to engage and liaise with broader Squadron Energy (SQE) teams and relevant stakeholders.

#### 1.1 Key Responsibilities

- Manage WHS training for offices (mandatory and role specific) including Fire Wardens, First Aid, and Mental Health First Aid. Maintain training register.
- Manage employees returning to work from injury.
- Support and promote health and wellbeing through the delivery of regular information sessions.
- Manage the delivery of workplace inspections across all Squadron offices.
- Ensure there are emergency procedures and training across all Squadron offices.
- Investigation and reporting on WHS accidents and incidents that occur across our office locations.
- Managing WHS incident data and identifying trends.
- Contribute to our accreditation under the ISO 45001:2018 (Occupational health and safety management system).
- Manage delivery of speeding infringement guideline and work with Safety team and Fleet Manager to embed safe driving messaging.
- Coordinate ergonomic specialists across SQE offices.
- Manage, promote and report on Employee Assistance Program services.
- Ensure communication of safety and wellbeing information in each office.

- Promote respectful workplace behaviour, conduct and office etiquette.
- Provide mental health, safety and wellbeing support and advice to staff and leaders.
- Produce reports for internal and external stakeholders.
- Stay up to date and provide advice on WHS legislation including psychosocial hazards model Code of Practice.
- Develop and maintain the psychosocial risk register, including hazard identification, risk assessment, identification of controls and reviewing control measures.
- Contribute to the Health, Safety, Environment and Sustainability (HSES) Committee.

## 1.2 General Responsibilities

<b>Health, safety, and environment</b>	Comply with all workplace health, safety and environmental obligations and report any incidents, hazards and accidents to the safety and environment team.
<b>Administration</b>	Ensure all documentation is stored and recorded on the Squadron Energy document management system.
<b>Reporting</b>	Ensure that issues and risks are escalated/reported to management in a timely manner.
<b>Financial</b>	Adhere to Squadron Energy and project procedures for purchasing and expenditure in compliance with approved budgets.
<b>Stakeholders</b>	Maintain a professional relationship with all project Stakeholders.
<b>Company</b>	Ensure that all work is carried out in accordance with Squadron Energy's employee policies and standards.

## 2 Skills and experience

### 2.1 Experience and knowledge

- Minimum 5 years' experience in WHS corporate advisory role.
- Experience in applying WHS legislation, regulations, Codes of Practice.
- Experience in the design and delivery of health and well-being initiatives.

### 2.2 Skills

- Well-developed computer skills - MS Word, MS Excel, Power Point; including the capacity to learn new systems.
- Strong organisational skills, with demonstrated ability to work independently to organise and prioritise workload, handle multiple tasks and work efficiently and effectively to deadlines and respond to multiple and diverse stakeholders.
- Well-developed written and verbal communication skills.
- Positive and approachable attitude

### 2.3 Qualifications

Essential

- A minimum diploma qualification in Workplace Health and Safety or equivalent.

- Current Australian Drivers Licence.

### 3 Core behavioural responsibilities for all employees

Our values drive everything we do and underpin the culture we seek to create. Integration of our ten core values into our employment practices and frameworks allows Squadron Energy to recognise and respect individual employees for their personal contributions to their roles, their colleagues, our company and stakeholders.

<b>Humility</b> Be vulnerable, take risks to trust others.	<b>Courage and Determination</b> NEGU - we never ever give up.	<b>Empowerment</b> Go to your leader for advice, not permission.	<b>Enthusiasm</b> Be the most positive person in the room.
<b>Family</b> Support each other, always be kind.	<b>Frugality</b> Think of ways we can do things better, faster, cheaper, safer.	<b>Generating Ideas</b> Always be on the lookout for breakthroughs.	<b>Integrity</b> Do what you say you're going to do.
<b>Safety</b> Look out for your mates and yourself.	<b>Stretch Targets</b> Always be uncomfortable with your level of challenge.		

**Squadron Energy is an EEO employer and we value diversity within our company.**