

POSITION DESCRIPTION

POSITION DETAILS

Title	Wellbeing & Development Coordinator
Position Number	HRM 03
Classification FTE & Duration	FTE 1.0., Ongoing
Reports to	Director of People and Culture
Direct Reports	n/a
Location	118-124 Pine Avenue, Mildura
Approved By	CEO

ORGANISATIONAL CONTEXT

MASP is a not-for-profit community-based organisation with a long history of service provision to disadvantaged and vulnerable members of our community.

MASP delivers a range of services to children, youth, families, and people with a disability. We focus on outcomes for our clients and seek therapeutic models of care and a trauma-informed approach.

We seek to be the benchmark organisation by which others model themselves.

Further details about MASP can be found on MASP's website www.masp.org.au.

POSITION OVERVIEW

The Wellbeing & Development Coordinator is responsible for the following Key Result Areas:

SAFETY – Take a leading role in the oversight of Work Health & Safety (WHS) agency wide, and proactively demonstrate a commitment to WHS, putting the safety of your team, co-workers, visitors, clients, and yourself first every time.

PEOPLE – Contribute to the success of MASP through collaboration, high performance and working with respect.

FINANCIAL – Reduce the fiscal impact of workers compensation claims by active monitoring and management of return-to-work requirements and the quality-of-service delivery provided by the external insurance agency. Monitor budget expenditure for learning and development programs.

STRATEGIC – Promote and implement MASP Health and Wellbeing Programs, coordinate related events and initiatives along with all aspects of the organisation's Learning and Development activities. Assist in the implementation of the key actions from the People and Culture Strategy.

OPERATIONAL – Providing general WHS advice, support, and training to relevant stakeholders; and Providing specialist advice, assistance and support to managers and supervisors to allow them to achieve their safety responsibilities and ensure safety procedures and processes are being upheld in their relevant business areas.

CONTINUOUS IMPROVEMENT – Foster, implement and demonstrate a commitment to continuous improvement.

KEY PERFORMANCE INDICATORS

Some of the Key Performance indicators for success in this role are:

1. Assisting in the development, implementation, and management of Work Health and Safety (WHS) processes and procedures, along with health and wellbeing programs and initiatives.
2. Monitoring relevant legislation and standards and ensuring WHS practices meet requirements
3. Coordinating all workers' compensation claims and facilitating return to work programs as required
4. Investigating potential areas of safety and wellbeing related risk and working to proactively implement actions and/or make recommendations for positive change
5. Encouraging and promoting a healthy and positive culture with a balanced approach for both overall staff wellbeing as well as safety awareness, accountability, and commitment to strong WHS practices across MASP
6. Manage the implementation and delivery of MASP's Learning and Development activities which may include the annual Training Calendar, compliance training, Corporate Induction, e-learning modules, qualification programs and other face-to-face programs.
7. Coordination of training logistics such as registrations, training attendance records, facility bookings and catering.

The position is full time and some out of hours / weekend work may be required.

Other duties: The list above is not exhaustive. Occasionally you may be required to undertake tasks outside of these regular duties to support colleagues and share team responsibilities for **all** aspects of service delivery.

ABOUT US

Purpose: To empower our community to be free from homelessness, abuse, poverty, and disadvantage.

Vision: Thriving Mallee communities, with individuals and families equipped to lead safe, secure, healthy, and fulfilling lives.

OUR VALUES

CONNECTED: We nurture trusting, collaborative, and inclusive relationships.

ACCOUNTABLE: We employ authentic, competent, evidence-based practice.

RESPONSIVE: We demonstrate kind, flexible, timely, and personalised care.

EMPOWERING: We cultivate a strengths-based and enabling environment.

SAFE: We embrace a culturally safe, trauma informed, and dependable ethos.

PERSONAL ATTRIBUTES (KEY SELECTION CRITERIA)

Essential Role Specific Skills, knowledge, and experience

3 years' experience in a similar role

Demonstrated skills in the application of safety practices including hazard and risk management, incident investigation and audits

Excellent people engagement and communication skills with the ability to communicate effectively at all levels in order to provide safety and wellbeing related recommendations and directives

Strong organisational skills and time management skills, including the ability to manage multiple tasks

Knowledge and understanding of the Occupational Safety and Health Act 1984, Occupational Safety and Health Regulations 1996 and Workers' Compensation and Injury Management Act 1981

A personable approach and strong work ethic with motivation to work in challenging environments

High attention to detail and ability to prepare documentation in line with relevant situational requirements

Proven experience in the development and implementation of safety management processes, procedures, and templates

Proven experience coordinating learning and development programs.

Highly Desirable Role Specific Skills, knowledge, and experience

Not For Profit experience is preferred

Proven experience in worker's compensation claims management and safety and wellbeing programs and initiatives

Knowledge and understanding of the Occupational Health and Safety Act 2004 (Vic) and the Occupational Health and Safety Regulations 2017 (Vic)

CHILD SAFE STANDARDS

MASP is committed to providing a child safe environment. We demonstrate this by:

- having zero tolerance for child abuse
- actively working to listen to empower children
- having systems in place to protect children from abuse
- taking all child abuse allegations and concerns very seriously and responding to them consistently in line with our policies and procedures
- promoting safety for Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and providing a safe environment for children with a disability.

OTHER REQUIREMENTS – New Employees Only

Employment is subject to a satisfactory six-month probationary period.

Employees must comply with MASP Policies and Procedures.

Completion of an Employment Application including pre-employment Disclosure of Pre-existing Injury or Disease and Criminal history.

Police Check & Working with Children Check - Completion of a satisfactory Police check and Working with Children check prior to employment. It is the responsibility of the individual to keep their WWCC current.

All other employment Terms and Condition in accordance with the most current Mallee Accommodation & Support Program Ltd Enterprise Agreement.

