



JOB DESCRIPTION

POSITION NAME: Preventative Health Manager

DIVISION: People & Culture **BRANCH:** Preventative Health

SUPERVISOR'S TITLE: Senior Manager People & Culture

FUNCTION & PURPOSE

This position contributes to an Extraordinary Wollongong by leading functional and stream specific programs of work in wellness, Work Health and Safety governance, policy, systems and reporting, training, and workers compensation. The role oversees the operationalisation and execution of wellness approaches, workers compensation (including Councils self-insurance licence via SIRA) and Work Health & Safety development programs, obligations, strategies, business, and operational plans. The role leads a team of technical specialists in the design, development, and deployment of wellness, WHS and Workers Compensation programs, processes, and practices, working across Council to translate both strategy and legislation and to engage with key internal stakeholders, senior leaders, other internal enabling functions, external suppliers, and counterparts in the local government sector.

Reporting to the Senior Manager People and Culture, the Preventative Health Manager works closely with the Talent and Capability and Employee Relations Managers to deliver agreed outcomes in line with the People & Culture Divisions Business Plans and Councils Community Strategic Plan, supporting documents in particular the Workforce Management Strategy alongside Council's Operational Plans and Delivery Programs.

The role supports Managers and fosters positive partnerships through advice, coaching and leadership across a wide range of wellness, WHS and Workers Compensation functions.

PRINCIPAL DUTIES & RESPONSIBILITIES

Leadership and Culture

1. Demonstrate effective leadership through the application of Council's Purpose, Values and goals.
2. Promote a culture of continuous improvement, efficiency, sustainability and excellent customer service.
3. Encourage and build positive working relationships to facilitate a constructive and productive workplace.
4. Support cross function participation across the organisation.
5. Preparing reports and submissions to Council.

Technical

1. Translate People and Culture Strategies, Business Plans, WHS, SIRA and legislative requirements into programs of work across the portfolios of: -
 - Wellness
 - WHS governance
 - Workers' compensationthat meet the intended objectives of those strategies, legal obligations and plans as related to policies, process and legislative instruments that guide WHS matters.
2. Design, deliver and evaluate, wellness, WHS and Workers Compensation services against organisational strategies and plans.
3. Lead the design of customised wellness, WHS and Workers Compensation solutions, service offerings, and resources including frameworks, tools, and programs to deliver on Council's Workforce Management Strategy and Annual Plan outcomes within agreed timeframes.
4. Provide regular reports on the effectiveness of policies, procedures, frameworks, guidelines, programs, and recommendations for improvement, sustainability of approaches and legislative compliance.
5. Develop and/or contribute to presentations, correspondences, briefing notes and executive papers as required.

Managing People

1. Actively participate in workforce planning practices to maintain a workforce that is resourced and capable of achieving organisational strategies and goals.
2. Manage the performance of teams and individuals within the Branch in accordance with organisation policies, procedures, and practices.
3. Lead the development and mentoring of staff by ensuring that opportunities are presented to enhance learning and professional capability.
4. Develop and manage teams to minimise potential public liability risk and protect public assets.

Managing Financial Risk

1. Manage and control expenditure and activities against budgets in accordance with organisational policies and procedures.
2. Monitor budgets, resource allocation, procurement and capital expenditure across allocated programs and budgets.
3. Lead and manage projects to ensure achievement of outcomes.
4. Deploy and manage resources to achieve predetermined milestones and financial targets.
5. Ensure timely delivery of financial and program reporting.
6. Develop, monitor, and review budgets, resource allocation and procurement to achieve efficiency gains.

Managing Organisational Reputation

1. Manage stakeholder relationships through consultative processes that contribute to effective strategic, corporate, and business plans.
2. Utilise information management and communication systems to facilitate the effective delivery of the customer service strategy.
3. Undertake community needs assessments through surveys, benchmarking activities, focus groups, public meetings and working parties.
4. Implement, maintain, and action policies, procedures and systems to ensure compliance with statutory requirements, specifications, codes of practice, industry standards and organisational policies, procedures and practices.

5. Provide advice under relevant Acts and regulations governing works carried out including but not limited to the Local Government Act, Roads Act and Environmental Planning and Assessment Act.

Managing Organisational Change

1. Manage change in an organisational context.
2. Establish and maintain appropriate communication throughout the branch.
3. Monitor, review and analyse external trends, developments, and legislation relative to the division and adopting appropriate improvement opportunities.
4. Develop and continuously review branch strategies and goals to support efficient and sustainable accomplishment of organisational deliverables.
5. Plan, evaluate and improve the efficiency of business processes and procedures to enhance achievement of organisational strategies and deliverables.
6. Develop a constructive workplace culture that is embedded in systems and practices.

WHS Responsibilities

1. Follow WHS policies and procedures and not, intentionally, or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare under WHS legislation.
 2. Identify, and report hazards and any unsafe acts.
 3. Apply WHS policies and procedures to self and others to take reasonable care for the health and safety of people who are at the employee's place of work who may be affected by the employees acts or omissions at work.
 4. Complete required WHS documentation relevant to the work activity performed at council.
 5. Cooperate with employer to enable compliance with any reasonable request relating to WHS.
 6. Participate in the consultative process on WHS matters.
 7. Participate in risk assessments activities relating to the work activity performed at council.
 8. Take notice of information and participate with WHS training provided.
 9. Manage the employees in their work area to ensure their work activities are being undertaken in compliance with policies, procedures, and relevant documentation.
 10. Provide leadership and set an example regarding safety in the workplace.
 11. Assist in the development and implementation of the council Workplace Health and Safety Management System within the work area
 12. Develop and review work procedures relevant to the work activity in line with the management system.
 13. Assist in the implementation of risk management activities across the work activities.
 14. Ensure employees are provided with adequate and accessible information and training regarding WHS at council (including providing feedback to employees and dealing with their safety issues in a timely manner.
 15. Actively participate in returning employees to work through the return-to-work program.
 16. Conduct verification activities to ensure the management system is implemented and functioning.
 17. Ensure adequate resources are provided (within delegated authority or by referral to senior management) to support the management system.
 18. Ensure employees are made accountable for WHS roles and responsibilities.
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WORKING RELATIONSHIPS

INTERNAL

Peers - Employee Relations Manager and Talent & Capability Manager
Talent and Capability Unit
Senior Manager People and Culture Executive
Senior and Middle Managers
Coordinators

EXTERNAL

Service providers e.g., consultants, training providers
Employer Groups e.g., LGNSW
Unions
People & Culture peers from other LGA's

PERSON SPECIFICATION

Leadership and Culture

1. Relevant degree qualifications (Occupational Therapy or equivalent)
2. Experience relevant to the position.
3. Demonstrated experience leading, motivating, and supporting teams.
4. Demonstrated ability to coach and develop employees.
5. Leading and demonstrating Council's values of Respect, Integrity, OneTeam, Sustainability and Courage.
6. Effectively drive, lead, and influence change to gain commitment and develop a performance-based culture.
7. Demonstrated financial management skills to analyse and manage budgets.
8. Ability to research, develop, implement, and monitor strategy and plans.
9. Comprehensive understanding of relevant practices and policies alongside legal and legislative requirements in this field.
10. Proven track record to develop, implement, monitor and review WHS systems, policies and procedures.
11. Demonstrated ability to meet the needs and expectations of customers and stakeholders.
12. Established ability to think strategically, critically, logically, and innovatively.
13. Confirmed ability to identify and use high level conflict resolution, problem solving and negotiation techniques.
14. Proven oral and written communication skills to a broad range of audiences.
15. Validated project management skills with the ability to management multiple projects meet strict deadlines and deliver identified outcomes.
16. A working knowledge in the operation of project management, word processing and spreadsheet/database software.
17. Proven track record to manage, implement and monitor employment equity and diversity strategies in the workplace.
18. Current Class "C" driver's licence.

Technical Capabilities

1. Appreciation and understanding of SIRA (State Insurance Regulation Authority) Guidelines.
2. Awareness and understanding of the WHS Act 2011.
3. Knowledge and understanding of early intervention support for injured workers.

