

**WOMEN'S HEALTH VICTORIA
POSITION DESCRIPTION**

Position title	Compliance and Quality OH&S Coordinator
Team	Business Services Team
Work location	Level 8, 255 Bourke St, Melbourne
Employment type	Fixed-term Part-Time for three (3) months 3 days per week or 0.6 eft
Classification	Level 3 Classification, WHV Enterprise Agreement 2018
Position reports to	Business Manager
Date Approved	November 2020

1. ORGANISATIONAL ENVIRONMENT

Women's Health Victoria (WHV) is a state-wide women's health promotion, advocacy and support service with a proud history of over 25 years. We are an independent, feminist, not-for-profit organisation. We advocate and build system capacity for a gendered approach to health that reduces inequalities and improves health outcomes for women.

Our health promotion, information and support programs work with and for women, to identify and respond to service gaps and health inequalities in innovative ways. WHV works to improve the health and wellbeing of all Victorian women utilising a population-based social model of health framework.

The purpose of the role is twofold:

To assist the Business Manager in the development and updating of quality and risk management strategies, frameworks and policies that enhance the organisation's capacity to continually improve it's performance, manage risk, support staff and meet a range of accreditation and certification requirements.

To assist the Business Manager to coordinate a range of quality, risk and OH&S activities as they relate to reopening the offices in the context of COVID-19.

2. POSITION OBJECTIVES

The key objectives of the position are:

- 2.1 Assist the Business Manager in the review and maintenance of the Women's Health Victoria Quality Management Framework (QMF)
- 2.3 Support, develop and implement the WHS quality framework and facilitate audit processes
- 2.4 Assist in managing risk and OH&S activities as the relate to opening the offices in the context of COVID-19.
- 2.5 Provide advice and support in relation to the QMF and OH&S

3. KEY RESPONSIBILITIES

3.1. Coordinate the Continuous Improvement of the Existing Quality Management Framework (QMF)

- 3.1.1. Review that all policies, procedures, work instructions, forms and other organisational documentation are current and that audits and critical compliance tasks are scheduled for review

- 3.1.2. Work with organisational staff to identify opportunities to improve systems and processes
- 3.1.3. Review all policies, procedures, work instructions, forms and other organisational documentation are current and that audits and critical compliance tasks are scheduled for review
- 3.1.4. Ensure that all policies are updated on the internal intranet and understood across the organisation by developing a training schedule.
- 3.1.5. Work with other external stakeholders across the WHS sector to share best and emerging practice

3.2. Support, develop and implement the WHS quality Framework and facilitate audit processes

- 3.2.1. In conjunction with the Business Manager develop and schedule the annual audit plan and ensure appropriate action plans are developed to implement identified improvements arising from internal and external audits.
- 3.2.2. Assist in managing risk and OH&S activities as they relate to reopening the offices in the context of COVID-19.
- 3.2.3. Support the Business Manager to complete and implement the COVID safe plan for the organisation
- 3.2.4. Review and provide advice on the business requirements to meet government guidelines
- 3.2.5. Update/develop policies and procedures to manage risk and support staff to be safe at work

3.3 Responsibilities carried out by all staff

- 3.3.1. Promote WHV and its programs
- 3.3.2. Participate in WHV strategic and operational planning processes
- 3.3.3. Contribute to WHV's capacity to deliver its goals, enable and support high performing teams and foster productive relationships with others
- 3.3.4. Participate in the WHV Staff Development Scheme including setting of performance measures, skills development plan and performance appraisal feedback system
- 3.3.5. Provide verbal and written reports, and activities data as appropriate, on progress across all areas of responsibility
- 3.3.6. Undertake other duties as directed
- 3.3.7. Active involvement in a learning organisation including continuous quality improvement, policy development and review and accreditation processes
- 3.3.8. Work within the organisational policies, procedures and Enterprise Agreement
- 3.3.9. Support and be accountable for maintenance of a safe working environment

4 ORGANISATIONAL RELATIONSHIPS

4.1 Internal

- 4.1.1. This position will report directly to the Business Manager
- 4.1.2. Will work closely with the Chief Executive Officer and provide regular reports on organisational quality outcomes
- 4.1.3. The position will contribute to the organisational culture of decision making incorporating co-operation, collaboration and shared accountability with other staff and WHV Board members

4.2 External

WHS Peer review

5. ACCOUNTABILITY

Accountable for delivering the position objectives and the position performance measures as agreed annually

6. EXTENT OF AUTHORITY

Within the scope of the position and the Classification Level 3 as outlined in the WHV 2018 Enterprise Agreement

7. SALARY

The position is classified as a Level 3 and attracts a salary of \$82,478 per annum (pro rata). WHV Enterprise Agreement 2018 conditions and salary apply. In addition, employer superannuation guarantee and access to salary packaging applies

8. WHV ENTERPRISE AGREEMENT CLASSIFICATION LEVEL 3 AND DEFINITION

WHV Enterprise Agreement 2018, Level 3 Classification definition is as follows:

- 8.1** Work is likely to be under limited guidance in line with a broad plan, budget or strategy. Responsibility and defined accountability for the management and output of the individual and for a defined function may be involved. The work of others may be supervised or teams guided or facilitated
- 8.2** Work involves the exercise of a degree of autonomy and may involve the control of projects or programmes. Solutions to problems can generally be found in documented techniques, precedents and guidelines or instructions. Assistance is available when required
- 8.3** Competency at this level involves the self-directed development of knowledge with broad knowledge across a number of areas and/or mastery of a specialised area with a range of skills
- 8.4** Competencies are normally used independently and may be non-routine. Judgement and discretion is required in dealing with clients, services, operations and processes

9. ENTERPRISE AGREEMENT LEVEL 3 COMPETENCIES FOR THIS POSITION

- 9.1** Knowledge of relevant legislation, policies and procedures of the service to assist decision making and guide problem solving
- 9.2** Ability to set individual work area objectives and clarify client needs and expected results. The people, funds, materials and equipment needed to carry out this work are identified and set down in an action plan
- 9.3** Ability to practice principles of equity and non-discrimination in all aspects of work. Ability to develop and maintain a cooperative work group
- 9.4** Ability to convey information, develop networks and promote the organisation to obtain work as well as seek feedback on client satisfaction
- 9.5** Ability to identify, gather, analyse and apply information to achieve goals of the work area. Ability to present information in a way which is understandable to an audience and identifies options and recommends appropriate action
- 9.6** Ability to identify and assess workplace change and explain it to others. Ability to support people in adjusting to any workplace change
- 9.7** Ability to achieve personal goals in the workplace and career progression. Feedback is sought on work performance and strategies for improvement are implemented. Honest and ethical behaviour is applied with clients and colleagues

10. SELECTION CRITERIA

10.1 Mandatory:

- 10.1.1 Educated to advanced diploma or above and relevant Tertiary qualifications
- 10.1.2 Understanding of HR, OH&S and risk management principles
- 10.1.3 Proven experience in organisational policy writing and documentation processes
- 10.1.4 Strong understanding of continuous improvement frameworks
- 10.1.5 Strong interpersonal and communication skills (both written and verbal) and ability to work collaboratively with a broad range of staff
- 10.1.6 Experience in MS Word, Excel and data base skills

10.2 Desirable:

10.2.1 Experience in HR, Industrial Relations and Occupational Health and Safety

10.2.2 Demonstrated experience and/or knowledge of the not-for-profit sector

Approved:



Chief Executive Officer – Dianne Hill

Date: November 2020

WHV Equal Opportunity Exemption No. H351/2019

To apply:

Applications must be made online using the form at <https://womenshealthvic.com.au/job-vacancies/9389162> and submitting a cover letter, resume and responses addressing the selection criteria outlined in the position description.

Applications close: 12:00 noon Monday, 14th December 2020

For further information, please contact Dina Lynch, Business Manager on (03) 9664-9305 or dina.lynch@whv.org.au