

Position Description



Position:	Health, Safety and Wellbeing Advisor
Reports To:	Head of People and Culture
Award Pay Level:	Level 5 under the Social, Community, Home Care and Disability Services Industry Award 2010
Location:	Footscray VIC (Flexible work arrangements available, travel to other ASRC sites required)
Date Updated:	June 2024

Organisational context

The Asylum Seeker Resource Centre (ASRC) is a leading advocacy organisation for people seeking asylum in Australia. We are a values-driven organisation that strives to be part of a movement that helps people seeking asylum by providing direct services such as assistance with accommodation, food, casework, employment, education and legal services. We campaign and lobby with our sector to drive law reform and policy change.

At the heart of the ASRC strategy is the people we serve, and our commitment to ensuring that their voices of lived experience are embedded in all that we do. The ASRC exists for refugees and asylum seekers, and we are in the service of this community of people. It's important that our work and focus is led by what this community needs, expects and wants from us.

About the Team

The People and Culture team is part of the People, Place and Enablement portfolio which includes Enabling Services (Operations and Information Technology, People and Culture, and Equity, Inclusion & Diversity).

The ASRC recognises that its people are at the heart of the ASRC movement and are key to delivering the range of services for people seeking asylum. The People & Culture team are primarily responsible for supporting the organisation's workforce (staff & volunteers) lifecycle from end to end. The People & Culture team supports the workforce to perform at their best, to ensure the highest quality of service for the ARC's key stakeholders; people seeking refuge and asylum in Australia.

Position Purpose

The ASRC's vision for safety is about creating a space where our team can be at their best, both physically and psychologically, each and every day. The Health, Safety & Wellbeing Lead will lead and champion a culture of safety.

The role will provide advice and guidance to the Leadership Team and be instrumental in ensuring the ASRC meets all regulatory safety requirements and play an active role in supporting the entire ASRC team at all ASRC sites to reduce risk and prevent injuries through leading, enabling and influencing positive safety outcomes.

Key Accountabilities

- Build and maintain a safety focused culture that emphasises improving psychosocial and physical safety at ASRC.
- Provide advice and coaching to the Leadership team on matters relating to safe work practices, legislative compliance and activities to drive a culture of safety first
- Establishing, implementing, and maintaining an effective health and safety management system including the development and ongoing improvement of policies, processes and procedures to ensure compliance with relevant regulations and standards.
- Collaborate with the Senior Leadership team to maintain a work environment focused on minimising risk to ensure the health, safety and wellbeing of the workforce.
- Provide regular and adhoc reporting on key health, safety and wellbeing metrics with the intention to use data to drive decisions that reduce OH&S risk in ASRC.
- Lead the injury management process, facilitating successful return-to-work outcomes and reducing workplace injuries.
- Provide guidance and support in regard to investigations and corrective actions, taking the lead on investigating serious or complex matters.
- Educate staff and managers on incident and hazard reporting, incident investigation, OH&S obligations and other key OH&S requirements.
- Liaise directly with OHS regulators and inspectors regarding notifiable incidents or other requirements (ie; WorkSafe Victoria) as required.
- Conducting regular safety audits, inspections, and risk assessments, developing mitigation strategies in consultation with managers and staff.
- Oversee the maintenance, analysis and reporting on OHS data to monitor performance, drive continual improvement, producing reports for the Board as required.
- Provide secretarial and administrative support in coordinating the Occupational Health & Safety Committee.

All ASRC people must:

- Actively contribute to and upholding occupational health and safety standards to ensure the ASRC workforce feel safe and supported at work
- Centre the rights of people seeking asylum and actively working toward bringing the ASRC vision and purpose to life
- Demonstrate the ASRC values through behaviours that contribute to a culturally safe, inclusive and respectful workplace.

Role Requirements

Essential Skills, Experience & Qualifications

- Qualifications in Occupational Health & Safety or related discipline.
- A holistic approach to organisational safety; combining a strategic mindset with strong technical knowledge.
- A comprehensive understanding of relevant legislation including the OHS Act, Standards and Codes of Practice.
- Demonstrated ability to analyse and review safety data and present reports in a clear and simple way.
- Exceptional relationship building and consultation skills, with the ability to influence at all levels across the organisation

Desirable:

- Experience in Return-to-Work Injury Management and Workers Compensation.
- Lived experience of seeking asylum.
- Previous experience in a not for profit organisation.
- Knowledge of the policy context of practice with asylum seekers visa categories/conditions, and the barriers faced by people seeking asylum in Australia

Policy and screening requirements

All ASRC staff and volunteers are required to adhere to policies and procedures which aim to further culturally safe, inclusive and respectful work practices. All offers of employment are subject to satisfactory Criminal History Check and provision of a valid Working with Children Check prior to commencement.

I have read and understood and agree to perform the responsibilities outlined in this position description.

Name:

Date: