

Position Description

Position Title	Health, Safety and Wellbeing Education Officer
Position Number	30012948
Division	People and Culture
Department	Occupational Health and Safety
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)Enterprise Agreement 2021-2025
	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Classification Description	Grade 4, QRED 3 EDUCATOR (major), Physio or OT
Classification Code	HS4, RN35, VB7 or VG3
Reports to	Director Occupational Health and Safety
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none"> • National Police Record Check • Working with Children Check • National Disability Insurance Scheme (NDIS) Check • Registration with Professional Regulatory Body or relevant Professional Association • Drivers License • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

As part of Occupational Health and Safety within People and Culture, the Health, Safety and Wellbeing Educator coordinates and leads learning and development opportunities for staff across Bendigo Health, where relevant, and to a lesser extent regional partner. They provide OH&S support to all levels of staff and disciplines as well as working as part of a team, flexing to support other members of the OH&S Directorate as required. In undertaking the role, the Health, Safety and Wellbeing Educator:

- liaises with nurse leaders and Managers to identify learning and development needs
- works closely with other members of the OH&S team, inter-professional partners and external education providers to share knowledge and resources, reduce duplication, and enable continuous improvement in clinical learning and development.

Responsibilities and Accountabilities

Key Responsibilities

- Assist with the review, development and implementation of targeted training programs for various staff groups, according to levels of risk and different patient/resident/client groups across Bendigo Health.
- Identify areas and staff groups that require specialised occupational violence and aggression (OVA) training/education, including post incident education
- Assist in the development and facilitation of OH&S education resources such as in-services including orientation, GOLD modules and others as directed
- Monitor OH&S incident data and undertake a training needs analysis to determine the effectiveness of training, specifically OVA and manual handling, and identify further training requirements
- Support the training of staff in Safe Patient Handling tasks and equipment
- Address and promote the OVA standards and guidelines developed by DHS and WorkSafe Victoria
- In collaboration with key stakeholders and other educators contribute to the design, development, implementation and evaluation of:
 - organisational OH&S learning opportunities
 - Department or hazard specific programs, including OVA and hazardous manual handling
 - other learning resources
- Build capacity in department-based nurses to provide support and conduct assessments of patient safety needs relating to behaviours of concern and safe patient handling.
- Support managers in provision of effective in-service education and department specific professional development

- Introduce quality and evaluation initiatives to ensure all training/education programs offered are at a high professional standard
- Contribute to OH&S education for health services across the Loddon Mallee region
- Maintain records and documents of training completion and provide this data at relevant Committees (e.g. OVA Committee)
- Demonstrate accountability for own professional development
- Act as a mentor and role model
- Represent OH&S on relevant committees and working groups

Employees are required to carry out lawful directions outlined above or delegated to them.

Key Selection Criteria

Essential

1. Tertiary qualification in Occupational Health and Safety, Human Resources, or related field, or equivalent professional experience in Healthcare or other industry.
2. Certificate IV in Training and Assessment (or willingness to undertake) or experience in the delivery of training programs
3. Strong stakeholder management and engagement skills
4. Demonstrated experience (3+ years) in a safety learning and development roles, ideally with exposure to both general workplace safety, emergency management, OVA and manual handling training.
5. Proven experience in developing and delivering training programs, with a clear understanding of adult learning principles.

Desirable

6. Knowledge of processes to undertake training needs analysis
7. Ability to introduce new concepts through innovation, influencing, negotiating and persuasion skills, including the engagement of key stakeholders in decision making
8. High level of self-confidence
9. A willingness and ability to learn
10. Flexibility to operate in an environment of change and continuous improvement.

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.

- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.