

Position Description

Position Title	Occupational Health and Safety Specialist – Health and Wellbeing
Position Number	30008945
Division	People and Culture
Department	Occupational Health and Safety
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Grade 4
Classification Code	HS4 – HS29
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 • Drivers Licence • 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](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

The Position

This position will support the operational requirements of the Bendigo Health Occupational Health and Safety management system through assisting in the identification, assessment and mitigation of physical and psychosocial hazards as well as identifying and supporting Health and Wellbeing initiatives and continuous improvement opportunities. Contributing specialist expert knowledge and advice to the OHS team to ensure compliance with Occupational Health Safety Acts, Regulations, Australian Standards and industry codes.

Provide health and safety expertise and leadership, guidance and direction to line managers, supervisors and health and safety representatives across the organisation, including incident review and investigation of injuries ISR 1 and 2.

A component of the role will require the administration and completion of annual respirator fit testing of staff.

Responsibilities and Accountabilities

The OHS Specialist Health and Wellbeing supports the organisations proactive approach to delivering health, safety and wellbeing initiatives and programs to reduce the risk of psychosocial hazards across the organisation.

Key Responsibilities

- Provide health and safety expertise, leadership and guidance within the OH&S team and across the organisation, with a focus on psychological health and safety.
- Provide leadership for OH&S project work including Bendigo Health's Health and Wellbeing program.
- Coordinate and facilitate regular health and wellbeing promotions, including management of relevant online content, health and wellbeing programs, calendars and events.
- Support the coordination and delivery of Health, Safety and Wellbeing training, including facilitation of regular Mental Health First Aid (MHFA) training sessions.
- Lead and or contribute to workplace inspections, risk assessments and audit schedules, identifying appropriate recommendations for corrective and preventative actions.
- Conduct investigations into OH&S incidents ISR 1 and 2 in an effective and timely way, and identify appropriate recommendations for corrective action.
- Develop or update OH&S policies, protocols, programs and Safe Operating Procedures to continuously improve OH&S management systems and improve the culture of safety within Bendigo Health.

Key Selection Criteria

Essential

1. A tertiary qualification and/or demonstrated experience in Occupational Health and Safety management, Mental Health, Psychology, Counselling, Human Resource Management, or related discipline in a complex environment.
2. 5 years' experience in a similar role, providing OH&S expertise to management and staff
3. Demonstrated knowledge of, including ability to interpret and implement, the OH&S Act 2004 and related Regulations (2017), including the Psychological Health amendment.
4. Thorough understanding of implementation and compliance requirements of AS/NZS ISO 45001: 2018 – Occupational Health and Safety Management Systems.
5. Specialised experience in assessing and managing OH&S risks, using OH&S risk management principles.

Desirable

1. Qualified Mental Health First Aid Facilitator, or willingness to obtain certification within a specified timeframe
2. Knowledge of Electronic Incident Reporting Systems similar to Victorian Health Incident Management System VHIMS (Riskman)
3. Excellent interpersonal and communication skills to establish and maintain strong professional relationships with managers, supervisors and employees across the organisation, ensuring that all parties have a clear agreement and understanding of their respective roles and accountabilities to reduce risk and injury and ensure a safe workplace.
4. Must have a pronounced sense of maturity and responsibility to deal with all facets of the role and act in the absence of the Director of Occupational Health and Safety, when delegated.
5. Advanced level of computer and keyboard skills using email and Microsoft packages.

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.
- 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.