

Position Description

Position title:	Safety Advisor
Position number:	TBC
Business Unit/Branch:	People and Culture
Classification:	SCHADS Level 4 - (\$90,000 base salary)
Employment status:	12month Fixed Term till April 2023 Part time (3 days a week)
Position reports to:	Director of People and Culture
Number of reports:	0
Work location:	Sydney, with hybrid work options available
Position contact:	Name: Jessica Kaaden Email: Jessica.kaaden@sane.org

Position purpose

SANE Australia exists to make a real difference in the lives of people affected by complex mental health issues through support, research and advocacy.

Our vision is an Australia where people affected by complex mental health issues live long and fulfilling lives, free from stigma and discrimination.

This role is a part time position (flexibility available) and reports into the Director of People and Culture. Working in a hybrid fashion, this role is based out of SANE's Sydney office.

This role will develop a safety-first culture across SANE, support a front-line mental health workforce and lived experience staff. This role will focus on implementing preventative measures, and upskilling managers in safety risks and strategies.

Key relationships

- People and Culture team
- Clinical governance team
- Managers
- Employees

Key Accountabilities

- With the Director of People and Culture, guide the development of a safety-first culture at SANE
- Provide expert advice on appropriate frameworks and preventive measures to protect health and safety, including psychological safety
- Coach managers on their safety responsibilities, identifying safety risks and implementing risk management strategies
- Consult with staff on health and safety risks and mitigation strategies
- Oversee and promote incident reporting, including working with managers to put in place preventative measures
- Support psychological safety of lived experience workforce and front line staff
- Implement an OHS committee, including employee and management representatives
- Case management of physical and psychological illness and injury, WorkCover claims and Return to Work processes
- Identify and implement process improvements, and develop policies and procedures
- Support SANE in pursuing certification for ISO 45003 Psychological Health and Safety at Work

Selection criteria

Essential Requirements

- Demonstrated provision of advice to managers on mitigating risks to health and safety in the workplace
- Strong knowledge of safety legislation in both NSW and Victoria, and consultation processes in Modern Awards
- Influence and persuasion; able to effectively build commitment for a safety-first culture across all levels at SANE
- Demonstrated ability to write policies and procedures
- Experience in injury management and return to work plans
- Basic ability to analyse data and reports to identify trends
- A commitment to continuous improvement

Desirable Requirements

- Previous experience in mental health sector, supporting safety of front-line staff
- Experience using an electronic incident management system (SANE uses Employment Hero)

Pre-Employment Checks

All appointments to SANE are subject to reference checks, criminal record checks and a double-vaccination requirement. A Working with Children's Check and Police Check is mandatory for this role.

Date PD Adopted:	April 2022
PD Review Date:	April 2024