

Goulburn Broken CMA

People Safety and Wellbeing Officer

**GOULBURN
BROKEN**CATCHMENT
MANAGEMENT
AUTHORITY**November 2023****1.0 POSITION DETAILS**

TITLE:	People Safety and Wellbeing Officer
TIME FRACTION:	0.6 - 0.8 FTE (22.8 - 30.4 hours per week)
CLASSIFICATION:	Band 6
TENURE:	Ongoing
REPORTS TO:	People Safety and Wellbeing Manager
OFFICE LOCATION:	Shepparton
FURTHER INFORMATION:	Caitlin Baker, People Safety and Wellbeing Manager Phone 5822 7700

2.0 POSITION OBJECTIVE

This position is responsible for the delivery of support and administration to implement the Authority's human resource (HR) and occupational health and safety (OHS) initiatives. This position will provide support primarily to the People, Safety and Wellbeing Manager and assistance to Managers and staff in undertaking day to day HR and OHS administration, learning and development planning and implementation; and supporting the development and implementation of HR, OHS and wellbeing projects.

3.0 POSITION CONTEXT

Position Perspective

The People Safety and Wellbeing Officer sits within the People Safety and Wellbeing team and is part of the broader corporate program. The People Safety and Wellbeing team partner with the program areas to enable the delivery of effective HR, OHS, wellbeing and training solutions and services. This position will be integral to providing support in the implementation of these deliverables. The position reports to the People Safety and Wellbeing Manager.

This role will support the implementation of actions developed to respond to the Authority's HR and OHS needs inline with the Corporate Plan and Workforce Strategy. Requiring initiative to continue to ensure the People Safety and Wellbeing Team are across new and emerging HR and OHS initiatives this role will utilise strong analytical and problem solving skills. The position will provide accurate support and advice to the People, Safety and Wellbeing Manager, other managers and employees and administrative support to the OHS, Workplace Wellbeing and Remuneration committees of GB CMA.

Organisational Environment

The People, Safety & Wellbeing Officer is one of a number of Corporate support services positions in the GB CMA and the People, Safety & Wellbeing team. The role is crucial to ensuring service delivery is of a high standard and will develop and maintain ongoing relationships with key stakeholders, including internal and external customers; service providers; community groups and various government bodies. Regulations, Policies and Procedures are in place to support decision making and guidance will be provided by the Manager. The GB CMA prides itself on providing a contemporary workplace which strives to provide options and practical solutions for workplace flexibility, work/life balance and staff engagement.

Business Perspective

The Goulburn Broken Catchment covers 11% of Victoria and houses some 200,000 people. Of the total 2.4 million hectares of catchment, approximately 250,000 hectares is irrigated and a third of the catchment is public land. There are about 12,000 farmers throughout the region, which includes the municipalities and shires of Moira, Strathbogie, Campaspe, Greater Shepparton, Mitchell, Benalla, Mansfield and Murrindindi.

The Goulburn Broken Catchment Management Authority (GB CMA) is established under the CaLP Act 1994 and, through its Regional Catchment Strategy, is focused on promoting sustainable development and the protection of land and water resources by implementing sound management practices on private and public land. The Authority performs these roles in partnership with others including the two GB CMA Implementation Committees, the Department of Primary Industries, the Department of Sustainability and Environment, Goulburn-Murray Water, Goulburn Valley Water, Non-Government Organisations, Municipal Councils, Landcare Groups and the wider community.

At present the GB CMA has statutory functions including waterway management, floodplain management and regional drainage functions. In partnership with the State Government and the community, the GB CMA is responsible for the implementation of the Regional Catchment Strategy, its monitoring and reporting.

The GB CMA offers a leadership role for the large number of existing organisations and boards that are working towards common sustainability and development targets. The GB CMA's priorities are to strengthen the links between these groups, be action orientated and maintain and develop community involvement in resource management of the whole catchment.

Strategic Directions

The Goulburn Broken Regional Catchment Strategy 2021-27 sets the priorities and targets for directing the Catchment's resources over six years towards achieving environmental, social and economic benefits.

The Goulburn Broken RCS and its implementation is underpinned by the resilience approach and social-ecological systems. The resilience approach to catchment management focuses on the connections between people and nature, how these connections change, and what can be done to achieve desired, balanced goals for resilience.

The primary focus for the Goulburn Broken CMA from 2021-27 is the implementation of the Goulburn Broken RCS with the following priority directions:

- Reverse the declining health of the Catchment's land water and biodiversity
- Implement pathways to adapt and transform to drivers of change
- Give effect to priorities in First Nations Country Plans
- Continue to build our understanding of tipping points and their role in navigating change

- Build values of environmental stewardship amongst an increasingly diverse community
- Broaden investment and contributions to natural resource management.

4.0 OUR VISION & PURPOSE

Vision:

Resilient landscapes, thriving communities.

Purpose:

Through its leadership and partnerships the Goulburn Broken CMA will improve the resilience of the Catchment's people, land, biodiversity and water resources in a rapidly changing environment.

5.0 OUR VALUES & BEHAVIOURS

Environmental Sustainability

We will passionately contribute to improving the environmental health of our catchment.

Safety

We vigorously protect and look out for the safety and wellbeing of ourselves, our colleagues and our workers.

Partnerships

We focus on teamwork and collaboration across our organisation to develop strategic alliances with partners and the regional community.

Leadership

We have the courage to lead change and accept the responsibility to inspire and deliver positive change.

Respect

We embrace diversity and treat everyone with fairness, respect, openness and honesty.

Achievement, Excellence and Accountability

We do what we say we will do, we do it well and we take responsibility and accountability for our actions.

Continuous learning, innovation and improvement

We are an evidence and science-based organisation and we test and challenge the status quo. We learn from our successes and failures and we are continually adapting using internal and external feedback from stakeholders and the environment. We are an agile, flexible and responsive organisation.

6.0 KEY RESPONSIBILITY AREAS

Key Responsibility Areas	Key Activities
6.1 Effective Communication	6.1.1 Able to identify, engage and collaborate with a range of stakeholders to gain cooperation and assistance. 6.1.2 Proactively participate as part of the team-including in team meetings and processes. 6.1.3 Seek out feedback to improve outputs 6.1.4 Communicate openly and be approachable. 6.1.5 Use a range of methods to explain to others the key importance of governance controls and processes.
6.2 Delivery of activities	6.2.1 Support the identification of relevant activities and actions aligned with the context of the position. 6.2.2 Deliver a range of activities utilising planning tools to manage work and working in collaboration with others to ensure consistency and maintain skills. 6.2.3 Identify risks and challenges to deliverables early and recommend steps to resolve matters 6.2.4 Identify and recommend changes to processes and systems to be more agile and respond to organisational requirements. 6.2.5 Maintain data across multiple systems and sources to support the achievement of deliverables, reporting and for use by other employees.
6.3 Business/Analytical	6.3.1 Ability to work within defined procedures, frameworks and guidelines to deliver required outputs. 6.3.2 Collect data and complete analysis and reporting with accuracy in a timely manner with oversight from of the Manager. 6.3.3 Monitoring costs and resource allocation to projects with support of the Manager. 6.3.4 Maintain business process and reporting requirements for project timeframes, deliverables and risk register. 6.3.5 Complete all required authority paperwork, as per policy and procedures. 6.3.6 Identify opportunities to improvements in processes and systems to improve

	<p>performance and results.</p> <p>6.3.7 Follow existing policy, regulation and frameworks.</p>
6.4 Stakeholder Engagement	<p>6.4.1 Identify stakeholders and understand their key requirements.</p> <p>6.4.2 Work with partners to maximise benefits and resource management.</p> <p>6.4.3 Resolve issues with respect with stakeholders.</p> <p>6.4.4 Respond to stakeholder requests and feedback, consistent with policies, practices and processes.</p> <p>6.4.5 Work collaboratively with stakeholders.</p>
6.5 Specific to the position	<p>6.5.1 Attend office locations to support delivery of operations and requirements.</p> <p>6.5.2 Provide relevant, timely information and assistance to the People Safety and Wellbeing Manager on a broad range of organisational development and occupational health and safety issues.</p> <p>6.5.3 Support the application and review of essential HR and OHS documentation to achieve continuous improvement and compliance with relevant legislation, regulations and applicable best practice standards for public sector organisations.</p> <p>6.5.4 Maintain employee electronic records and HRIS including administering the Authority's online compliance training system and generate reports and data analysis from these to support HR functions.</p> <p>6.5.5 Maintain OHS records and undertake relevant administrative tasks to track the Authority's OHS performance ensuring OHS audits and investigations are monitored to achieve OHS compliance and continuous improvement.</p> <p>6.5.6 Promote proactive reporting of hazards and incidents and lead investigation processes, provide recommendations and implementation of corrective actions</p> <p>6.5.7 Preparation and maintenance of the annual Learning and Development Plan/ Calendar including OHS mandatory training and general professional development.</p> <p>6.5.8 Identify, through formal and informal means, learning and development needs of staff.</p> <p>6.5.9 Provide administrative support to relevant GB CMA Committees including agenda's, minutes and meeting organisation</p> <p>6.5.10 Other duties in line with the position objectives and the classification.</p>

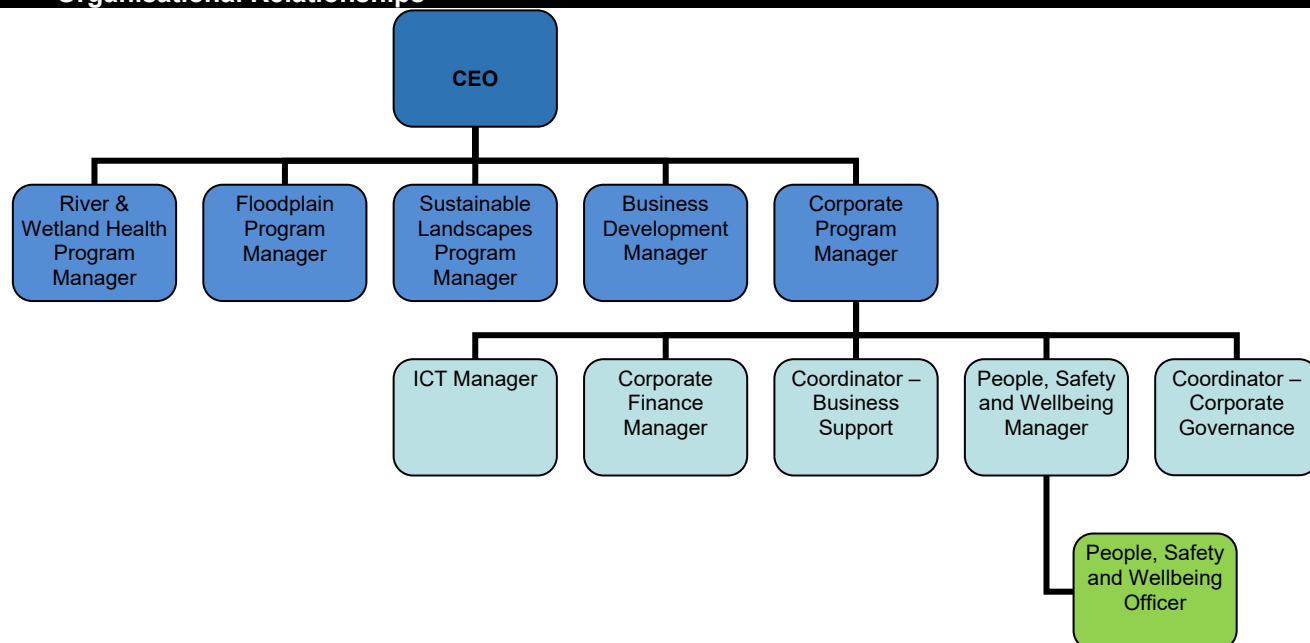
7.0 KEY PERFORMANCE INDICATORS

The position incumbent will undergo an annual performance assessment to enable performance review outcomes.

The performance review process will take into account:

- The role detailed in this document.
- Approved key performance indicators and process.
- Current program objectives.

8.0 Organisational Relationships



Reports to:

People Safety and Wellbeing Manager

Directly manages:

Nil

Internal liaisons:

- Executive and Senior Management Teams
- Business Support Staff
- Staff
- Board

External liaisons:

- Consultants
- Government Departments/Agencies
- CMA's
- Partner Organisations

9.0 SELECTION CRITERIA

9.1 Communication and Interpersonal	<ul style="list-style-type: none"> • Strong written and verbal communication skills with experience preparing written documents including minutes, procedures and internal communications. • Presentation skills in a variety of settings; one-on-one, with peers and in meetings or groups. • Relevant workplace experience demonstrating an approachable and open communication style, with the ability to establish collaborative relationships seeking input and feedback from others. • Proactively participates as part of the team-including in team meetings and processes.
9.2 Project Management	<ul style="list-style-type: none"> • Ability to plan and manage own work tasks with supervision and guidance. • Demonstrated experience in managing competing work priorities and achieving deadlines. • Ability to meet report requirements, quality standards and other required specifications • Able to follow Program & Project plans and goals • Experience in managing projects relevant to HR and OHS would be an advantage.
9.3 Regulation, Legislation and Government	<ul style="list-style-type: none"> • Experience working with frameworks and legislation relevant to the position • Able to research, explain and define a range of legislation, regulation and policy positions. • Maintains own professional knowledge and skills • Able to contribute to the development and review of policy relevant to the area
9.4 Qualifications and Experience	<ul style="list-style-type: none"> • Diploma or tertiary qualification in Human Resources or related discipline OR demonstrated experience in a similar role. • Demonstrated experience in developing employee understanding and supporting the implementation of HRM and OHS policies and processes. • High level of competency in records management, confidentiality, database administration, Microsoft systems and data analysis. • Experience in implementing and monitoring OHS processes and an understanding of assessing risk would be advantageous

10.0 OTHER RELEVANT INFORMATION

- 10.1** The successful applicant will be engaged pursuant to Goulburn Broken Catchment Management Authority Enterprise Agreement.
- 10.2** The incumbent will be required to hold a current Victorian drivers licence.
- 10.3** The incumbent may be required to attend a medical examination.
- 10.4** Whilst in the employ of the Authority an officer shall not engage or undertake to carry out for a fee, reward or payment any private contracting work unless with written permission of the Chief Executive Officer and /or Authority as applicable.

11.0 OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITY

The People Safety and Wellbeing Officer must adhere to all OH&S obligations as per the GBCMA OHS Manual & Policy Statement. Employees have a responsibility to take reasonable care to protect their own health and safety and to avoid adversely affecting the health and safety of any other person. Employees have a responsibility to:

- Report any incident or hazards at work to their manager or supervisor.
- Carry out their roles and responsibilities as detailed in the relevant health and safety policies and procedures.
- Obey any reasonable instruction aimed at protecting their health and safety while at work.
- Use any equipment provided to protect their health and safety while at work.
- Assist in the identification of hazards, the assessment of risks and the implementation of risk control measures.
- Consider and provide feedback on any matters which may affect their health and safety.
- Ensure they are not so affected by alcohol or another drug to endanger their own or any other persons' health and safety.

13.0 FINANCIAL DELEGATION

In accordance with GOV 002 – Financial Delegations Policy, this position has financial delegation as per position 'People Safety & Wellbeing Officer'.

14.0 POSITION CATEGORY & VEHICLE ALLOCATION

In accordance with HRM 047 – Vehicle Allocation Procedure the position will have access the GB CMA pool car(s) as required for GB CMA business use.

15.0 SALARY

The salary will be consistent with the Band 6 classification as per the Goulburn Broken CMA Enterprise Bargaining Agreement with superannuation paid in addition at the current Superannuation Guarantee amount.

16.0 PRIVACY

The GB CMA collects personal information in accordance with the Victorian Information Privacy Act 2000. Information provided by you in support of your application will only be used in consideration of this vacancy. To protect your privacy all documentation provided by you will be destroyed at the conclusion of the recruitment process.

The Goulburn Broken Catchment Management Authority is an Equal Employment Opportunity employer , provides a smoke free work environment and is committed to the health and safety of its employees.

The Goulburn Broken Catchment Management Authority promotes Work & Lifestyle Friendly options wherever possible.