



Proposed Restructure Consultation Paper SESLHD Health Safety and Wellbeing

October 2020

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Comments or feedback on this proposal can
be submitted in writing to Rosanna Martinelli,
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By 6 November 2020

Version Control

Version Number	Date (DD/MM/YYYY)	Details of Changes	Author (Name and Position Title)
1.1	29/09/2020	First draft	Cassandra Hann Industrial Relations Manager
1.2	22/10/2020	Second draft	Rosanna Martinelli Health Safety and Wellbeing Manager
1.3	22/10/2020	Third draft	Louise Johnson Manager HR Services
1.4	22/10/2020	Fourth draft	Kim Olesen A/Director People and Culture
1.4	23/10.2020	Fifth Draft	Louise Johnson & Rosanna Martinelli
1.5	23/10/2020	Final Draft	Kim Olesen A/Director People and Culture

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1. Overview of SESLHD Health Safety and Wellbeing Structure

1.1 Background

South Eastern Sydney Local Health District (SESLHD) is one of 15 Local Health Districts across NSW Health. SESLHD delivers healthcare to a population of approximately 930,000 residents across a geographical area from Sydney's Central Business District in the north, to the Royal National Park in the south. The vision for SESLHD is '*exceptional care, healthier lives*'.

The restructure of SESLHD health, safety and wellbeing in 2017, from a decentralised operating model to a centralised District wide service delivery model, attempted to achieve the benefits of standardisation, improved resource capability, consolidation and integration of health, safety and wellbeing risk, governance and assurance management.

However, the fundamental management system elements that enable the realisation of these benefits were not established. Developing and implementing an effective and robust safety management system is a critical element of risk management and provides the foundations from which to build, implement and continuously improve health safety and wellbeing management and performance.

Responsibilities of SESLHD Health, Safety and Wellbeing

Health, Safety and Wellbeing (HSW) services include:

- Work health and safety advice, risk assessment and training / education, job/task analysis and process improvement
- Injury management rehabilitation coordination and return to work planning
- Workers compensation claims management and technical advice
- Psychological and physical wellbeing initiatives, programs and EAP management
- Safety culture and promotions
- Health and safety audit, investigations, and risk management
- Safety and security governance and assurance
- Data analysis and reporting
- Radiation safety assurance

The strategic pillar for People and Culture "*Creating a psychologically and physically safe environment where our people are supported to reach their full potential*" is underpinned by the health, safety and wellbeing strategic purpose, "*to provide integrated, value-add and cost effective support, advice, insights, and risk management services in regard to health, safety and wellbeing, and to contribute positively to enhance the safety of our people*".

HSW will achieve its purpose by delivering on the following key objectives:

Developing strong health and safety capability within our people

- Develop and deliver safety leadership programs that empower our leaders to make informed decisions about health and safety risk management and due diligence obligations
- Improve understanding of health and safety responsibilities for our leaders, and promote workplace hazard and risk awareness for our frontline people
- Redesign the health and safety governance structures and develop key safety metrics to provide improved visibility and accountability for safety management performance

Improving processes and systems to support safety performance

- Design, develop and implement a District wide safety management system that meets the requirements of ISO 45001:2018 Standard and reinforce the foundation for a strong safety culture
- Revise and implement simplified, standardised and integrated processes across the District, to improve clarity and consistent safety outcomes
- Establish improved triage, monitoring, investigation and analysis of reported hazards and incidents, to identify areas of risk, that are deficient or need improvement, analysis of the contributing organisational, system and human factors and develop and implement action to manage risks, implement improvements and prevent recurrence of these events

Provide safe work environments for our people

- Facilitate improved safety related decision making for leaders, through a data analysis and reporting capability that provides predictive insights and learnings
- Design jobs and high risk tasks to reduce exposure to hazards, through job and task analysis and human factors
- Implement ChemAlert and Rapid Global Contractor Management systems across SESLHD to efficiently manage contractor and worker/chemical related safety risks

Building a healthy and psychologically safe workforce, supported by a strong safety culture

- Improve physical fitness and psychological wellbeing through development and implementation of an annual SESLHD Wellbeing plan, Calendar of events, and sponsorship of a dedicated District Wellbeing Committee
- Rehabilitate injured workers efficiently and supportively, through enhanced key stakeholder relationships and injury management capability
- Define, build and support a resilient safety culture, through education and promotion programs
- Promote, improve and support a strong safety reporting culture, leveraging from implementation of IMS+, where our people are empowered and feel safe to report any health, safety and wellbeing hazards, risks, concerns and incidents.

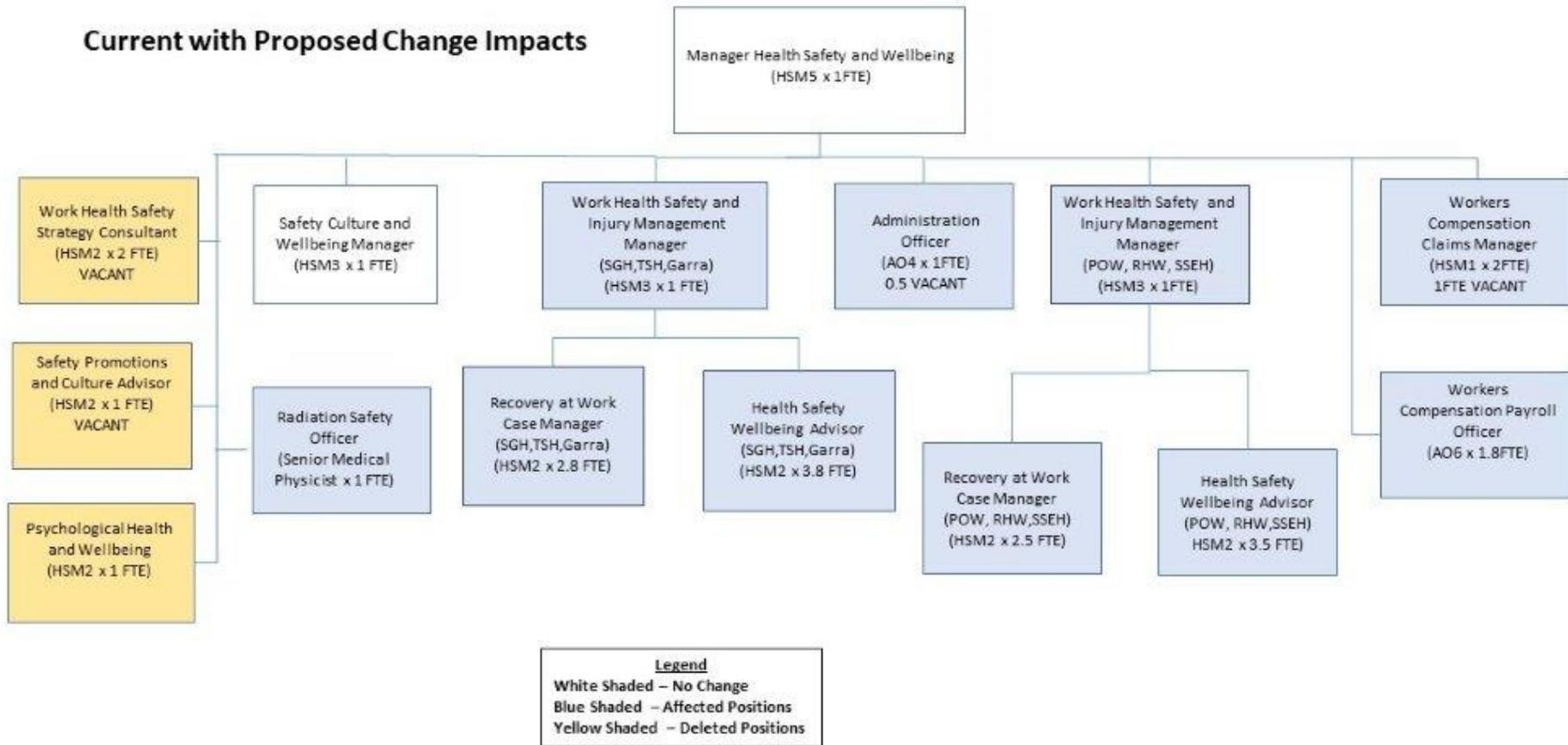
1.2 Current Organisational Structure

The current structure of Health, Safety and Wellbeing is depicted in the following organisational chart.

1.2.1 Current Organisational Structure

Health Safety and Wellbeing Organisation

Current with Proposed Change Impacts



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1.3 Case for Change

At the request of the SESLHD Audit and Risk Committee, in 2019-2020 an external audit was conducted by Centium, to review and assess the SESLHD health and safety management system against the requirements of the ISO 45001:2018 OHS Management System Standard. The audit identified significant control weaknesses in health and safety management processes and the system for managing health and safety related risk. An opportunity exists to leverage the findings from this audit and structure the HSW team and functions, to enable the implementation of the overarching health and safety management system, and the capability to achieve the strategic objectives and ongoing improvement in HSW performance outcomes across the District.

The absence of specialised capability in key, critical functions and responsibilities such as: safety management systems, process improvement, investigation and human factors, data analysis and reporting, safety culture and promotions, governance audit and assurance, is a current gap that prevents SESLHD in addressing the risks associated with the findings identified from this external audit, and the ability of HSW to deliver the required safety management system framework that provides health and safety assurance to the Senior Management, Executives and the Board.

Regulatory compliance is an integral part of effective health and safety management in SESLHD. However until an effective safety management system is developed and implemented, there is a need to bring greater focus on the objective of reducing regulatory compliance related risk.

By creating an integrated approach to health, safety and wellbeing management, removing duplication and complexity in processes, building flexible, responsive and outcomes focused capability, we will be able to provide greater transparency, governance and assurance that health, safety and wellbeing risks across SESLHD are being identified and effectively managed to enable continuous improvement and compliance with legislative obligations.

The drivers of change for Health Safety and Wellbeing is to align resourcing effort and capability to the strategic priorities with the following focus:

- Promote mental health, wellbeing and resilience
- Reduce high incidence and impact of physical injuries
- Reduce incidence and severity of psychological claims
- Collaboratively and proactively utilise early intervention strategies to support efficient recovery and return at work
- Investigate incidents to identify the contributing organisational, systems and human factors and causes of injury, and implement actions to address the causes and prevent recurrence of incidents
- Improve safety culture and wellbeing of our workforce, with targeted initiatives such as Speaking up for Safety, Safety Culture Survey and Promotion rollout, which aims to promote and increase reporting of health, safety and wellbeing concerns, hazards, risks and incidents, and improve safety culture
- Provide greater visibility to management of information and insights regarding health and safety performance and risk management, through a dedicated capability for data analysis and reporting within a District wide health and safety governance framework
- Develop and implement an effective Health Safety Management System to improve health and safety management, performance and risk management and meet the ISO45001:2018 WHS Management System Standard requirements, and compliance obligations

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- Re-orient functions to close the gaps in non-compliance with safety management, governance and assurance. The need to re-organise functions and re-align the team to create greater team clarity of responsibilities and expectations, create clearer career pathways for staff, and remove duplication and complexity through standardisation.
- Re-align and re-point of the Radiation Safety Consultant from People and Culture Directorate to the Operations Directorate, to enable greater visibility and utilisation of this expertise across all the SESLHD facilities and services.
- Transfer of the SESLHD Master Security License from Health Safety and Wellbeing to Corporate and Legal Services under a dedicated SESLHD security management role, as defined by the District Director Corporate and Legal Services.

The existing operating and service delivery model for HSW is unlikely to achieve the strategic priorities needed to improve health, safety and wellbeing performance across SESLHD. The structure operates within siloes, with narrow focus on its respective facility or service, and utilising differing processes, procedures and approaches across each unit, rather than a district wide perspective, with standardised, simplified, consistent and efficient processes, under one integrated health and safety management system. The current operating structure necessitates duplication of effort, does not provide career development opportunities / pathways for staff and exposes the team to single-person dependency risk.

The proposed re-organisation of the HSW services will enable optimum utilisation of resources, ability to leverage on a District wide approach to decision-making, risk management and issue resolution, build resilience and deliver the benefits of cross-team collaboration, experience and skills to achieve priorities and objectives and deliver to SESLHD expectations.

2. Proposed SESLHD Health Safety and Wellbeing Structure

2.1 Proposed Organisational Structure

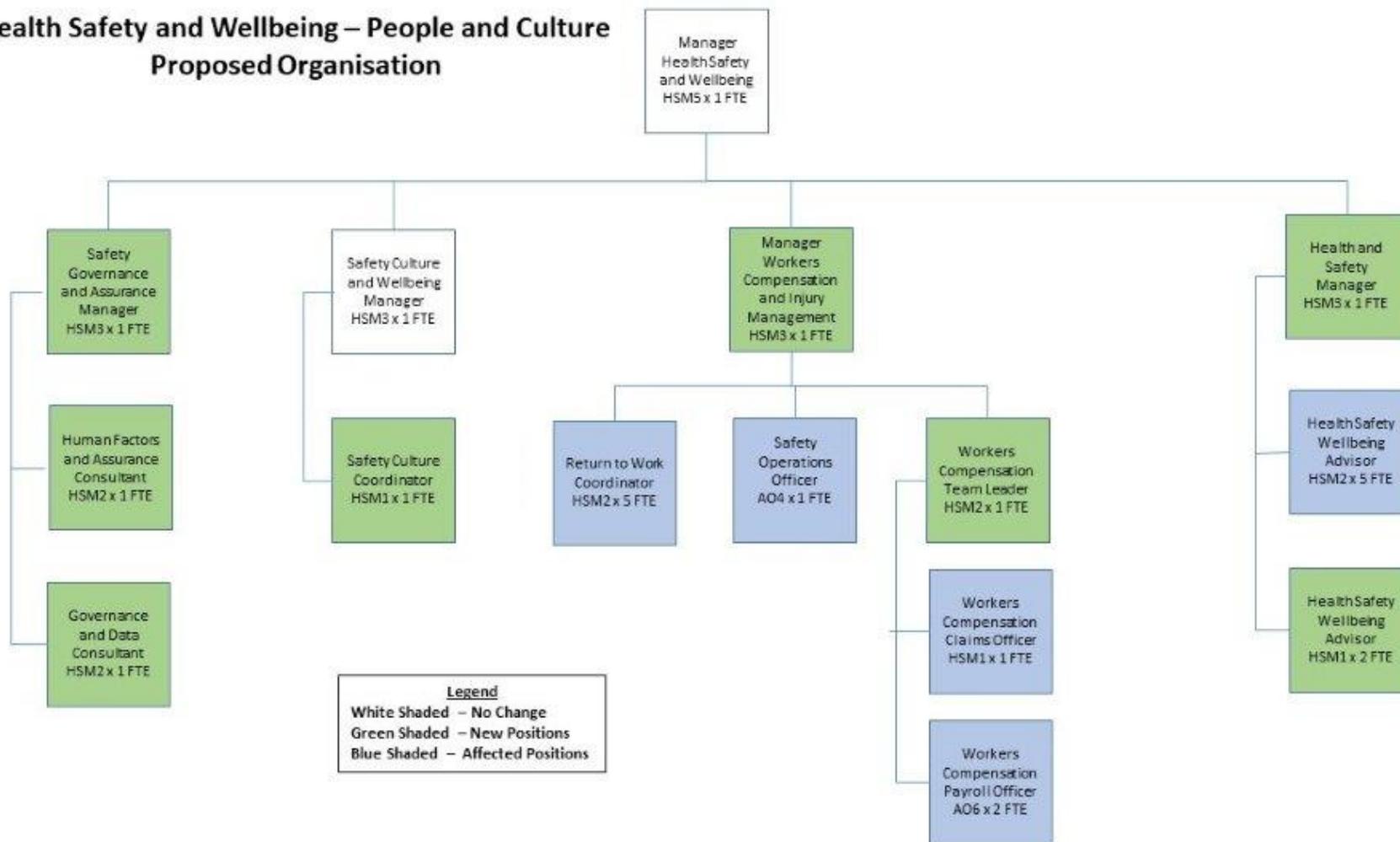
To enable these efficiencies and improvements, the following changes are proposed, which will result in an overall increase of 0.6 FTE (from existing 24.4 to 25 FTE). This excludes the role of SESLHD Radiation Safety Consultant, which will be reappointed from Health, Safety and Wellbeing to Director of Operations:

- New work stream of Safety Governance, Assurance and Reporting to include a Manager for Safety Management Systems, Human Factors Consultant (including Investigations), Governance and Data Consultant.
- Dedicated Wellbeing Manager and Safety Culture Consultant
- Realigned work stream focused on Return to Work and Workers Compensation Claim management, across the entire SESLHD, to enable standardisation of the end-to-end processes and practices, efficient cross-utilisation of resources to achieve objectives, and improved team communication and collaboration
- Realigned District-wide health and safety advisory stream focusing on promoting and implementing standardised procedures and the health and safety management system, delivering improvements in health and safety training, audits and investigations, risk management and safety reporting culture.

These changes will support an operating model that is aligned with the SESLHD strategic priorities and the People and Culture strategic people plan.

2.2 Proposed Organisational Structure

Health Safety and Wellbeing – People and Culture Proposed Organisation



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3 Proposed Changes to Positions

3.1 Positions with Proposed Changes

No.	Position Title	Summary of Proposed Change	Filled or Vacant	Incumbent affected
1	Work Health and Safety Strategy Consultant <i>Health Manager Level 2</i> <i>2.0 FTE</i>	Position to be deleted	Vacant	No
2	Safety Promotions and Culture Advisor <i>Health Manager Level 2</i> <i>1.0 FTE</i>	Position to be deleted	Vacant	No
3	Psychological Health and Wellbeing Manager <i>Health Manager Level 2</i> <i>1.0 FTE</i>	Position to be deleted	Filled	Yes
4	Radiation Safety Officer Senior Medical Physicist <i>1.0 FTE</i>	Change in reporting line to Executive Director of Operations	Filled	Yes Change of reporting line to Executive Director of Operations
5	Recovery at Work Case Manager <i>Health Manager Level 2</i> <i>5.0 FTE</i>	5.3 FTE to 5 FTE Change of position title to Return to Work Coordinator Change in reporting line of these positions into Manager Workers Compensation and Injury Management	Filled	5.3 FTE to 5 FTE All positions spilled and expressions of interest invited for 5 FTE

6	Workers Compensation Claims Manager <i>Health Manager Level 1</i> 1.0 FTE	2 FTE to 1 FTE Change of position title to Workers Compensation Claims Officer Change in reporting line to Workers Compensation Team Leader	1 FTE Filled 1 FTE Vacant	2.0 FTE to 1.0 FTE Current Workers Compensation Claims Manager to be matched to this position
7	Health Safety and Wellbeing Advisor <i>Health Manager Level 2</i> 5.0 FTE	7.3 FTE to 5 FTE Change in reporting line to Health and Safety Manager	Filled	7.3 FTE to 5 FTE All positions spilled and expressions of interest invited for 5 FTE
8	Administration Officer <i>AO Level 4</i> 1.0 FTE	Change role title to Safety Operations Officer Change of reporting line to Manager Workers Compensation and Injury Management	Filled	Yes - Change of position title and reporting line
9	Workers Compensation Payroll Officer <i>AO Level 6</i> 1.8 FTE	1.8 FTE to 2.0 FTE Change of reporting line to Workers Compensation Team Leader	Filled	Yes Current
10	Safety Governance and Assurance Manager <i>Health Manager Level 3 (subject to grading)</i> 1.0 FTE	New role	Vacant	No
11	Human Factors and Assurance Consultant <i>Health Manager Level 2 (subject to grading)</i> 1.0 FTE	New role	Vacant	No
12	Governance and Data Consultant <i>Health Manager Level 2 (subject to grading)</i> 1.0 FTE	New role	Vacant	No

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13	Safety Culture Coordinator <i>Health Manager Level 1 (subject to grading) 1.0 FTE</i>	New role	Vacant	No
14	Manager Workers Compensation and Injury Management <i>Health Manager Level 3 1.0 FTE</i>	New Role	Vacant	Current WHS and Injury Management Manager (Northern) to be matched to this position
15	Workers Compensation Team Leader <i>Health Manager Level 2 (subject to grading) 1.0 FTE</i>	New role	Vacant	No
16	Health and Safety Manager <i>Health Manager Level 3 1.0 FTE</i>	New Role	Vacant	Current WHS and Injury Management Manager (Southern) to be matched to this position
17	Health Safety and Wellbeing Advisor <i>Health Manager Level 1 2.0 FTE</i>	New roles	Vacant	No

4. Consultation

Development of the Proposal

The change required for the Health Safety and Wellbeing organisational structure was discussed and supported at an Executive Level and is included as one of the SESLHD strategic priorities for 2020/2021.

Approval to proceed with consultation was granted by the Chief Executive and the Executive Council.

Consultation Plan

This Restructure Consultation Paper will be released for consultation for 2 weeks. The Manager Health Safety and Wellbeing will consult with all members of the Health Safety and Wellbeing staff who are directly impacted by the proposal.

Written feedback will be collected by the Manager Health, Safety and Wellbeing.

The Manager, Health Safety and Wellbeing will consider all feedback from staff members. The Health Services Union (HSU) will be notified of the proposal and provided with the Restructure Consultation Paper, as well as an opportunity to comment on the proposal.

5. Restructure Timeframe

Task	Documentation/Task	Timeframes (Indicative)
Restructure Consultation documents completed	Restructure Consultation Paper finalised and approved	11/10/2020
Consultation period with staff and unions commences	Restructure Consultation Paper and draft position descriptions	18- 23/10/2020
Consultation period closes	-	06/11/2020
Feedback reviewed and considered.	Restructure Consultation Paper Feedback from consultation	WC 09/11/2020
Final consultation document incorporating any changes identified during consultation circulated	Restructure Consultation Paper (Final)	WC 09/11/2020
Written advice issued to affected staff	Letter to advise of 'affected status'	WC 09/11/2020
Process of direct matching of affected staff to positions in the new structure	Letter to advise of matching to position	WC 09/11/2020
Vacant positions advertised	Through merit selection Expression of Interest process	WC 09/11/2020
Selection process for positions commences	Assessment of applications and interviews	WC 16/11/2020
Written advice issued to staff appointed to positions	Letter to advise of appointments	WC 23/11/2020
Staff not matched or appointed to positions are declared excess	Letter to advise of "excess status" and the option to choose a voluntary redundancy or seek redeployment	WC 30/11/2020
Written advice to staff unable to be placed in positions after three months of case management to receive involuntary redundancy (CURRENTLY PAUSED IN RELATION TO ANY ACTION OF INVOLUNTARY REDUNDANCY)	Letter to advise of involuntary redundancy (CURRENTLY PAUSED IN RELATION TO ANY ACTION OF INVOLUNTARY REDUNDANCY)	3 months from acceptance of option to seek redeployment

6. Position descriptions

Position descriptions are included at the end of this document

Executive Sponsor

Name	Caroline Skipper
Position Title	Director People and Culture, SESLHD
Signature	
Date	

Position Description



Facility/Service	South Eastern Sydney Local Health District (SESLHD)
Department	Health, Safety and Wellbeing – People and Culture Directorate
Manager	Manager Health, Safety and Wellbeing
Position Number	
Cost Centre	Health, Safety and Wellbeing 181152

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

Does this role require Job Demand Check List?	YES	All positions require a Job Demand Checklist to be completed
Position Description Title *	Safety Governance and Assurance Manager	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	If Yes, Please list each Classification and grade below
Award*	Health Managers (State) Award	
Position Classification*	Health Manager Level 3	
Job Category Coding (ROB)*		
Job Classification Coding (ROB)*	Permanent, Full Time	
Speciality Coding (ROB)	NO	
Does this require Senior Executive Level Standards?	YES	Choose Yes or No depending on the scope and role of the position holder
Does this role manage or supervise others?*	YES	Choose Yes or No depending on the scope and role of the position holder
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.
		Plan, coordinate, lead and manage human, financial, material and capital resources to provide a cost effective, quality service that meets key performance indicators and financial accountabilities of the Health Safety and Wellbeing team.
		The Safety Governance and Assurance Manager reports to the Manager Health, Safety and Wellbeing. It provides district wide strategic leadership and operational direction to provide a superior management of health and safety risk governance and assurance services. This role will establish, review and maintain the safety control, governance and risk frameworks, ensuring consistent application across the SESLHD. This includes the interpretation and monitoring of safety compliance with legislative obligations, WHS safety management system and internal policies and procedures.

Section 2 – Key Accountabilities

Describe what is expected of the position and express the end results required of the position. Each accountability statement should comprise a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

<p>Standard Key Accountabilities*</p>	<p><i>Maximum of 8</i></p>	<ul style="list-style-type: none"> • Manage and provide effective leadership to the safety governance and assurance team to ensure quality and timely delivery of the following service to the district’s management teams: <ul style="list-style-type: none"> ○ Design, implementation and continuous improvement of the health and safety management system and processes to meet requirements of ISO 45001:2018 Work Health and Safety Management System Standard ○ Develop, implement, monitor and maintain the district annual health and safety audit framework to manage risk and improve systems and processes; ○ Monitor and manage health, safety and wellbeing reported hazards and incidents and incident investigations to identify the causes and contributing factors, including the human factors; ○ Collaborate with the Health Safety and Wellbeing team and management to implement appropriate action to manage risk and prevent recurrence of safety incidents ○ Deliver and maintain the district health and safety governance framework, including data analysis and reporting to senior management and board committees. • Recruit, coach, mentor and manage the safety assurance and governance team to develop the capabilities of the team to undertake changing roles, responsibilities and accountabilities and to provide for succession • Manage resources, budgets, assets, projects, and staffing to maximise achievement of goals and required level of skills and performance • Build and maintain strategic relationships by liaising, consulting and negotiating with internal and external stakeholders to identify key health, safety and wellbeing risks and issues and provide effective safety assurance and governance services to mitigate and manage risks • Promote continuous improvement and focus on superior service by establishing and reviewing performance indicators and relevant reporting systems • Contribute at a senior level to the development and implementation of business and strategic plans to meet the People and Culture / Health, Safety Wellbeing strategic plan • Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees
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		<ul style="list-style-type: none"> • Maintain responsibilities for personal and professional development by participating in training/education activities, and performance reviews in order to continuously improve the level and quality of service.
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Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence that it has. The Key Challenges should not restate the Key Accountabilities. We recommend not to have more than 2-3 "Key Challenges" in total. Write two or three sentences concise statements

<p>Challenges <i>Maximum of 3</i></p>	<ul style="list-style-type: none"> ▪ Lead the change management processes and the development of strategies/ initiatives to resolve work health safety and injury management issues affecting the organisations operations of service delivery to all of the LHD staff, across multidisciplinary health providers (medical, nursing, allied health and home support), across multiple sites (hospital, community health) ▪ Bringing about the cultural change necessary across the organisation to ensure that health and safety risk management is integrated into all decision making and management practices ▪ Leading consultation with internal and external stakeholders often where there are competing needs/objectives. This includes managing and adapting to managers' and team expectations and prioritising issues / work demands from a number of sources.
<p>Decision Making</p>	<ul style="list-style-type: none"> ▪ The Safety Governance and Assurance Manager has substantial autonomy in the management of staff and other resources of the safety governance and assurance team, including managing the performance for others to achieve work objectives ▪ Determining best use of limited resources to meet competing customer needs and expectations and dealing with high volume workloads whilst concurrently managing to achieve positive outcomes ▪ The position has the authority to make decisions consistent with the SESLHD Delegations Manual.
<p>Communication</p>	<ul style="list-style-type: none"> ▪ Internally, the Safety Governance and Assurance Manager is required to communicate regularly with Manager Health Safety and Wellbeing, Directors, Facility General Managers and Managers, and front line workers across SESLHD on service delivery, statutory and policy requirements, systems and processes, advisory services, audit and investigation, and committee and performance reporting requirements ▪ Externally, the Safety Governance and Assurance Manager will develop and maintain effective relationships with other LHDs and health entities, Ministry of Health, other Government agencies, service providers, industry regulators and unions covering health system employees.

Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role's primary objective(s).

Key Internal Relationships <i>Maximum of 3</i>	Who?	SESLHD Management and Directors
	Why?	Implement safety management system and governance framework and reporting
	Who?	HSW Team
	Why?	Implement safety management system, governance framework, reporting, audit program and report management / investigation action
	Who?	Manager Health Safety and Wellbeing
	Why?	Direct reporting line, performance planning and development, mentoring and leadership
Does this role routinely interact with external stakeholders?		YES
Key External Relationships <i>Maximum of 2</i>	Who?	Health and Safety Regulators
	Why?	Audit and investigation processes and outcomes
	Who?	Ministry of Health and Other LHDs
	Why?	Sharing insights, learning and information, reporting requirements
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	2
Indirect Reports	

Section 6 – Financial Delegation

As per delegation manual	As per delegation manual
Other \$	

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependent on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check Staff who supervise others: As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace Staff who do not supervise others: You must take all reasonable care for yourself and others and comply with any reasonable instruction,

		policies, procedures and training relating to work health safety and wellbeing, including notifying any hazards/risks or incidents to their managers and reporting these into the SESLHD safety reporting system ims+

Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria in to separate Selection Criteria boxes.

1	Relevant qualifications in safety management systems or relevant equivalent work experience, or a combination of study and work experience
2	Demonstrated strong leadership skills to enhance staff performance, influence workplace culture, and lead change across SESLHD
3	Extensive knowledge of safety management systems design development and implementation, including audit, investigation and safety governance, consistent with ISO 45001:2018 WHS Management System and ISO 31000 Risk Management System requirements
4	Highly developed communication, interpersonal and influencing and conflict resolution skills and experience in delivering information and advice at a senior management level
5	Demonstrated high level analytical and problem solving skills including the ability to provide valued and expert advice and recommendations across a large and complex organisation, and experience in planning and evaluation at strategic and service levels
6	Ability to develop and maintain effective working relationships with senior management, and other key stakeholders
7	Highly motivated, agile and resilient, with ability to work to tight deadlines, changing or competing priorities, within a challenging, complex environment, and varying stakeholders with differing perspectives and expectations
8	Current drivers licence (with ability and willingness to travel throughout SESLHD, consistent with the demands of the position and customer needs)

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees Staff who supervise others: Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit Staff who supervise others: Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget.
	<i>(Free Text)</i>	

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

Disqualification Questions	Currently Unavailable
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Section 11 – Capabilities for the Role – Currently NOT being utilised for HM roles in Health

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

Capability Group	Focus?	Capability	Level
Personal Attributes	<input checked="" type="checkbox"/>	Display Resilience and Courage	Highly Advanced
	<input checked="" type="checkbox"/>	Act with Integrity	Highly Advanced
	<input type="checkbox"/>	Manage Self	Highly Advanced
	<input type="checkbox"/>	Value Diversity	Highly Advanced
Relationships	<input checked="" type="checkbox"/>	Communicate Effectively	Highly Advanced
	<input checked="" type="checkbox"/>	Commitment to Customer Service	Advanced
	<input checked="" type="checkbox"/>	Work Collaboratively	Advanced
	<input type="checkbox"/>	Influence and Negotiate	Choose an item.
Results	<input checked="" type="checkbox"/>	Deliver Results	Advanced
	<input type="checkbox"/>	Plan and Prioritise	Choose an item.
	<input checked="" type="checkbox"/>	Think and Solve Problems	Highly Advanced
	<input checked="" type="checkbox"/>	Demonstrate Accountability	Highly Advanced
Business Enablers	<input type="checkbox"/>	Finance	Choose an item.
	<input type="checkbox"/>	Technology	Choose an item.
	<input type="checkbox"/>	Procurement and Contract Management	Choose an item.
	<input checked="" type="checkbox"/>	Project Management	Intermediate
People Management	<input checked="" type="checkbox"/>	Manage and Develop People	Highly Advanced
	<input type="checkbox"/>	Inspire Direction and Purpose	Choose an item.
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.

Section 12 – Job Demands Checklist – MUST be completed as relevant to the role

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment. Identification of possible risk can also assist with the development of a training plan for the occupant to ensure the risks are minimised.

Each position should be assessed at the site as to the incumbent’s (or future incumbent’s) WHS responsibilities specific to the position. This checklist is to be completed in consultation with the manager/supervisor of the position being recruited for.

Physical Demands – Frequency Guide	
Infrequent:	Intermittent activity exists for a short time on a very infrequent basis
Occasional:	Activity exists up to 1/3 of the time when performing the job
Frequent:	Activity exists between 1/3 and 2/3 of the time when performing the job
Constant:	Activity exists for more than 2/3 of the time when performing the job
Repetitive:	Activity involved repetitive movements
Not applicable	Activity is not required to perform the job

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Frequent
Standing – remaining standing without moving about to perform tasks	Occasional
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	Infrequent
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Infrequent
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Infrequent
Leg/Foot Movement – use of leg and/or foot to operate machinery	Infrequent
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Occasional
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Not Applicable
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Not Applicable
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Infrequent
Hand and Arm Movements – repetitive movements of hands and arms	Frequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Infrequent
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Infrequent
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Occasional
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Frequent
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Infrequent

Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Constant
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Infrequent
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Infrequent
Unpredictable People – e.g. dementia, mental illness, head injuries	Infrequent
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Infrequent
Hazardous Substances – e.g. dry chemicals, glues	Infrequent
Noise – environmental/background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting – risk of trips, falls or eyestrain	Infrequent
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Infrequent
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Infrequent
Confined Spaces – areas where only one egress (escape route) exists	Infrequent
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Infrequent
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Word Counts

Section 1	<i>Position Title</i>	200 characters
	<i>Primary Purpose of the Role</i>	3400 characters
Section 2	<i>Standard Key Accountabilities</i>	3500 characters
Section 3	<i>Key Challenges – Challenges</i>	1000 characters
	<i>Key Challenges – Decision Making</i>	1000 characters
	<i>Key Challenges – Communication</i>	1000 characters
Section 4	<i>Key Relationships – Who (each)</i>	200 characters
	<i>Key Relationships – Why (each)</i>	500 characters
Section 7	<i>Essential Requirements</i>	3500 characters
Section 8	<i>Selection Criteria (each)</i>	1000 characters
Section 9	<i>Other Requirements</i>	3800 characters
Section 10	<i>Disqualification Questions</i>	200 characters

Position Description



Facility/Service	South Eastern Sydney Local Health District (SESLHD)
Department	Health, Safety and Wellbeing – People and Culture Directorate
Manager	Safety Governance and Assurance Manager
Position Number	
Cost Centre	Health, Safety and Wellbeing 181152

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

Does this role require Job Demand Check List?	YES	All positions require a Job Demand Checklist to be completed
Position Description Title *	Human Factors and Assurance Consultant	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	If Yes, Please list each Classification and grade below
Award*	Health Managers (State) Award	
Position Classification*	Health Manager Level 2	
Job Category Coding (ROB)*		
Job Classification Coding (ROB)*	Permanent, Full Time	
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	NO	Choose Yes or No depending on the scope and role of the position holder
Does this role manage or supervise others?*	NO	Choose Yes or No depending on the scope and role of the position holder
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it. The position provides a high level specialised and technical support for the management of the health and safety management system, governance framework, management performance reporting and insights, to support the efficient and effective operation of the health, safety and wellbeing team to achieve business and service objectives.
	<i>(Free Text)</i>	This role is responsible for the integration and implementation of a human factors and ergonomics framework, and developing a just culture program into the SESLHD safety management system and processes, including safety hazards and incident reporting, incident investigation and auditing. The role also develops and implements human factors and ergonomics standards and guidance material and promotes effective practices for managing human risk. The role provides specialist advice and an understanding of the effects of teamwork, manual tasks, systems, processes, equipment, technology, workspace, culture, and organisational systems on human behaviour and abilities, and the application

		of that knowledge in the working environment, to improve and optimise human performance and reduce safety risk.
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Section 2 – Key Accountabilities

Describe what is expected of the position and express the end results required of the position. Each accountability statement should comprise a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

Standard Key Accountabilities*	<i>(Free Text)</i>	<ul style="list-style-type: none"> • Provide specialist advice, support and technical capability regarding integration of human factors principles and processes into SESLHD safety management system and processes, including hazard identification and incident reporting, incident investigation and auditing of the safety management system, in order to ensure services are delivered within agreed timeframes, quality standards and budgetary constraints. • Lead human factors programs and initiatives to integrate human factors principles into the SESLHD safety management system processes, projects, operational change and other organisational activities across SESLD, including to: <ul style="list-style-type: none"> ○ Identify key human factors related risks and issues ○ Participate in hazard identification and analysis activities ○ Identify areas for improvement and support the implementation of improvements and change ○ Provide direction on the integration of human elements into systems and processes ○ Human factors advice, education and training at all levels to improve health and safety management and reduce safety risk • Develop and maintain processes to manage the integration of human factors into the development change plans, system and activities design, testing and validation, to maximise achievement of goals and required levels of skills and performance • Build and maintain effective and collaborative relationships with key stakeholders to meet priorities in development of proactive strategies to reduce human factors and ergonomics safety risks, and delivery of human factors assurance and risk management • Provide insights to increase knowledge of human factors, and identify emerging trends that contribute to the development and implementation of strategic plans, policies, procedures, standards and practices through the delivery of reporting and insights to SESLHD health and safety sub committees and committees, senior management, executive and board committees • Define, lead and promote the safety strategies, through analysis of human factors insights and work with HSW team and SESLHD management to develop targeted programs and initiatives • Maintain responsibility for personal and professional development by participating in training/education activities and performance reviews/appraisals in order to continuously improve the level of service provision.
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Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence that it has. The Key Challenges should not restate the Key Accountabilities. We recommend not to have more than 2-3 "Key Challenges" in total. Write two or three sentences concise statements

Challenges	<ul style="list-style-type: none"> ▪ Balancing limited resources to meet competing customer needs and expectations and managing a high volume workload whilst concurrently managing to achieve positive outcomes ▪ Managing time and prioritising issues given the diverse range of issues encountered simultaneously and work demands flowing from a number of sources ▪ Participating in consultations with internal and external stakeholders often where there are competing needs/objectives.
Decision Making	<ul style="list-style-type: none"> ▪ The Human Factors and Assurance Consultant is required to seek all relevant information in relation to and use their influencing skills in order to achieve an outcome which is beneficial to all parties within HSW team and across the District to meet objectives. ▪ Undertakes straightforward negotiations around timelines for delivery of services.
Communication	<ul style="list-style-type: none"> ▪ Internally, the Human Factors and Assurance Consultant is required to communicate regularly with Manager Health Safety and Wellbeing, Directors, Facility General Managers and Managers, and front line workers across SESLHD on service delivery, statutory and policy requirements, systems and processes, advisory services, audit and investigation, and committee and performance reporting requirements. ▪ Externally, the Human Factors and Assurance Consultant will develop and maintain effective relationships with other LHDs and health entities, Ministry of Health, other Government agencies, service providers, industry regulators and unions covering health care employees.

Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role's primary objective(s).

Key Internal Relationships	Who?	Line Manager and HSW team
	Why?	Develop relationship to support manager and deliver effectively on objectives
	Who?	Colleagues and internal stakeholders
	Why?	Collaborate to develop and implement human factors framework, processes, tools and resources, and other related projects / initiatives
	Who?	SESLHD facilities and services managers and GMs, Directors, front line health workers
	Why?	Build trusting relationships to deliver solution focused outcomes and services
Does this role routinely interact with external stakeholders?		YES
Key External Relationships	Who?	MoH, CEC, Regulatory authorities, other LHDs, iCare, Insurers, relevant industry bodies

	Why?	To build effective inter departmental relationship to the benefit of LHD and delivery of services
	Who?	Vendor Management
	Why?	Negotiating contract management and delivery of services with best possible outcomes, resolving technological related issues and sourcing information
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	
Indirect Reports	

Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (e.g. \$5,000.00).

As per delegation manual	As per delegation manual
Other \$	

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependent on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check Staff who supervise others: As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace. Staff who do not supervise others: You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies, procedures and training relating to work health safety and wellbeing, including reporting any hazards/risks or incidents to their manager and within the SESLHD safety reporting system ims+
	<i>(Free Text)</i>	

Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria in to separate Selection Criteria boxes.

1	Relevant qualifications in human factors, psychology or risk management relating to ergonomics and human factors at work, or relevant equivalent work experience or a combination of study and work experience
2	Demonstrated high level analytical and problem solving skills including, the ability to provide valued and expert advice and recommendations across a large and complex organization, with experience in leading analysis of human factors assignments and developing appropriate solutions
3	Demonstrated high level negotiation, facilitation and influencing skills and commitment to customer service, with ability to develop and maintain effective and collaborative working relationships with management, front line health workers and other key stakeholders
4	Demonstrated experience and skills in safety incident investigation, safety management system principles, and Just Culture, with sound knowledge of risk management relating to human factors and ergonomics at work
5	Demonstrated high level written and verbal communication, interpersonal skills and the ability to identify key messages, issues and concerns when communicating with others
6	Excellent strategic planning and policy development skills, including the ability to make complex judgements and take initiative within the delegated areas.
7	Highly motivated, agile and resilient, with ability to work to tight deadlines, changing or competing priorities, within a challenging, complex environment, and varying stakeholders with differing perspectives and expectations
8	Current drivers licence (with ability and willingness to travel throughout SESLHD, consistent with the demands of the position and customer needs)

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees Staff who supervise others: Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit Staff who supervise others: Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	<i>(Free Text)</i>	

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

Disqualification Questions	Currently Unavailable
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Section 11 – Capabilities for the Role – Currently NOT being utilised for HM roles in Health

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

Capability Group	Focus?	Capability	Level
Personal Attributes	<input checked="" type="checkbox"/>	Display Resilience and Courage	Highly Advanced
	<input checked="" type="checkbox"/>	Act with Integrity	Highly Advanced
	<input checked="" type="checkbox"/>	Manage Self	Highly Advanced
	<input type="checkbox"/>	Value Diversity	Choose an item.
Relationships	<input checked="" type="checkbox"/>	Communicate Effectively	Highly Advanced
	<input checked="" type="checkbox"/>	Commitment to Customer Service	Highly Advanced
	<input checked="" type="checkbox"/>	Work Collaboratively	Highly Advanced
	<input checked="" type="checkbox"/>	Influence and Negotiate	Advanced
Results	<input checked="" type="checkbox"/>	Deliver Results	Advanced
	<input checked="" type="checkbox"/>	Plan and Prioritise	Advanced
	<input checked="" type="checkbox"/>	Think and Solve Problems	Advanced
	<input checked="" type="checkbox"/>	Demonstrate Accountability	Highly Advanced
Business Enablers	<input type="checkbox"/>	Finance	Choose an item.
	<input type="checkbox"/>	Technology	Choose an item.
	<input type="checkbox"/>	Procurement and Contract Management	Choose an item.
	<input type="checkbox"/>	Project Management	Intermediate
People Management	<input type="checkbox"/>	Manage and Develop People	Choose an item.
	<input type="checkbox"/>	Inspire Direction and Purpose	Choose an item.
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.

Section 12 – Job Demands Checklist – MUST be completed as relevant to the role

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Frequent
Standing – remaining standing without moving about to perform tasks	Occasional
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	Infrequent
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Infrequent
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Infrequent
Leg/Foot Movement – use of leg and/or foot to operate machinery	Infrequent
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Occasional
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Not Applicable
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Not Applicable
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Infrequent
Hand and Arm Movements – repetitive movements of hands and arms	Frequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Infrequent
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Infrequent
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Occasional
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Frequent
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Infrequent
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Constant
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Infrequent
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Infrequent
Unpredictable People – e.g. dementia, mental illness, head injuries	Infrequent
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Infrequent

Hazardous Substances – e.g. dry chemicals, glues	Infrequent
Noise – environmental/background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting – risk of trips, falls or eyestrain	Infrequent
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Infrequent
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Infrequent
Confined Spaces – areas where only one egress (escape route) exists	Infrequent
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Infrequent
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Word Counts

Section 1	<i>Position Title</i>	200 characters
	<i>Primary Purpose of the Role</i>	3400 characters
Section 2	<i>Standard Key Accountabilities</i>	3500 characters
Section 3	<i>Key Challenges – Challenges</i>	1000 characters
	<i>Key Challenges – Decision Making</i>	1000 characters
	<i>Key Challenges – Communication</i>	1000 characters
Section 4	<i>Key Relationships – Who (each)</i>	200 characters
	<i>Key Relationships – Why (each)</i>	500 characters
Section 7	<i>Essential Requirements</i>	3500 characters
Section 8	<i>Selection Criteria (each)</i>	1000 characters
Section 9	<i>Other Requirements</i>	3800 characters
Section 10	<i>Disqualification Questions</i>	200 characters

Position Description



Facility/Service	South Eastern Sydney Local Health District (SESLHD)
Department	Health, Safety and Wellbeing – People and Culture Directorate
Manager	Safety Governance and Assurance Manager
Position Number	
Cost Centre	Health, Safety and Wellbeing 181152

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

Does this role require Job Demand Check List?	YES	All positions require a Job Demand Checklist to be completed
Position Description Title *	Safety Governance and Data Consultant	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	If Yes, Please list each Classification and grade below
Award*	Health Managers (State) Award	
Position Classification*	Health Manager Level 2	
Job Category Coding (ROB)*		
Job Classification Coding (ROB)*	Permanent, Full Time	
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	NO	Choose Yes or No depending on the scope and role of the position holder
Does this role manage or supervise others?*	NO	Choose Yes or No depending on the scope and role of the position holder
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: “Why does this role exist?”	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is ‘exceptional care, healthier lives’. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it. Provide a high level specialized, technical support for the management of the health and safety governance framework, data analytics, management performance reporting and insights to support the efficient and effective operation of the health, safety and wellbeing team to achieve strategic, business and service objectives.
	<i>(Free Text)</i>	

Section 2 – Key Accountabilities

Describe what is expected of the position and express the end results required of the position. Each accountability statement should comprise a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

<p>Standard Key Accountabilities*</p>	<p><i>(Free Text)</i></p>	<ul style="list-style-type: none"> • Provide high level advice, support and guidance regarding safety governance frameworks, data analytics, management performance reporting and insights in order to ensure services are delivered within agreed timeframes, quality standards and budgetary constraints • Develop and maintain systems and processes and manage the SESLHD health and safety governance structure processes, including the data analytics capability, to maximise achievement of goals and required levels of skills and performance • Build and maintain effective relationships with key stakeholders to ensure priorities are met, in delivery of safety performance data, findings, trends and insights, including development of management reporting, data quality assurance and analytics • Provide insights to increase knowledge of control effectiveness, and identify emerging trends that contribute to the development and implementation of strategic plans, policies, procedures, standards and practices through the delivery of quality data analytics and reporting services to SESLHD health and safety sub committees and committees, senior management, executive and board committees • Define, lead and promote the safety technology strategies, conduct trend analysis and work with HSW team and SESLHD management to develop targeted programs and initiatives • Promote continual improvement and focus on superior service by establishing and reviewing safety performance metrics and indicators and relevant reporting systems • Maintain responsibility for personal and professional development by participating in training/education activities and performance reviews/appraisals in order to continuously improve the level of service provision • Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients, clients and employees.
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Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence that it has. The Key Challenges should not restate the Key Accountabilities. We recommend not to have more than 2-3 "Key Challenges" in total. Write two or three sentences concise statements

<p>Challenges</p>	<ul style="list-style-type: none"> ▪ Balancing limited resources to meet competing customer needs and expectations and managing a high volume workload whilst concurrently managing to achieve positive outcomes
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	<ul style="list-style-type: none"> Managing time and prioritising issues given the diverse range of issues encountered simultaneously and work demands flowing from a number of sources Participating in consultations with internal and external stakeholders often where there are competing needs/objectives.
Decision Making	<ul style="list-style-type: none"> The Governance and Data Consultant is required to seek all relevant information in relation to and use their influencing skills in order to achieve an outcome which is beneficial to all parties within HSW team and across the District to meet objectives. Undertakes straightforward negotiations around timelines for delivery of services.
Communication	<ul style="list-style-type: none"> Internally, the Governance and Data Consultant is required to communicate regularly with Manager Health Safety and Wellbeing, Directors, Facility General Managers and Managers, and front line workers across SESLHD on service delivery, statutory and policy requirements, systems and processes, advisory services, audit and investigation, and committee and performance reporting requirements. Externally, the Governance and Data Consultant will develop and maintain effective relationships with other LHDs and health entities, Ministry of Health, other Government agencies, service providers, industry regulators and unions covering health system employees.

Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role's primary objective(s).

Key Internal Relationships	Who?	Line Manager and HSW team
	Why?	Develop relationship to support manager and delivery effectively on objectives
	Who?	Colleagues and internal stakeholders
	Why?	To work cohesively, promote culture, and achieve goals
	Who?	SESLHD facilities and services managers and GMs, Directors, front line health workers
	Why?	Build trusting relationships to deliver solution focused outcomes and services
Does this role routinely interact with external stakeholders?		YES
Key External Relationships	Who?	MoH, regulatory authorities, other LHDs, iCare, Insurers, industry bodies
	Why?	To build effective inter departmental relationship to the benefit of LHD and delivery of services
	Who?	Vendor Management
	Why?	Negotiating contract management and delivery of services with best possible outcomes, resolving technological related issues and sourcing information
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	
Indirect Reports	

Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (e.g. \$5,000.00).

As per delegation manual	As per delegation manual
Other \$	

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependent on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check Staff who supervise others: As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace. Staff who do not supervise others: You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies, procedures and training relating to work health safety and wellbeing, as well as notifying any hazards/risks or incidents to their managers and reporting within the SESLHD safety reporting system ims+
	<i>(Free Text)</i>	

Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria in to separate Selection Criteria boxes.

1	Relevant qualifications in Information Technology, Business Information Systems, Computer Engineering, or relevant equivalent work experience or a combination of study and work experience
2	Demonstrated high level analytical and problem solving skills including, the ability to provide valued and expert advice and recommendations across a large and complex organisation

3	Demonstrated high level negotiation, facilitation and influencing skills and commitment to customer service, with ability to develop and maintain effective and collaborative working relationships with management, front line health workers and other key stakeholders
4	Effective time management and demonstrated ability to prioritise and meet conflicting deadlines
5	Demonstrated high level written and verbal communication, interpersonal skills and the ability to identify key messages, issues and concerns to prepare high quality reports and presentations at management and executive level
6	Demonstrated experience in planning and evaluation at strategic and service levels, including project management skills, and experience managing cross-functional projects with diverse teams and stakeholders
7	Highly motivated, agile and resilient, with ability to work to tight deadlines, changing or competing priorities, within a challenging, complex environment, and varying stakeholders with differing perspectives and expectations
8	Current drivers licence (with ability and willingness to travel throughout SESLHD, consistent with the demands of the position and customer needs)

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees Staff who supervise others: Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit Staff who supervise others: Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	<i>(Free Text)</i>	

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

Disqualification Questions	Currently Unavailable
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Section 11 – Capabilities for the Role – Currently NOT being utilised for HM roles in Health

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

Capability Group	Focus?	Capability	Level
Personal Attributes	<input type="checkbox"/>	Display Resilience and Courage	Choose an item.
	<input checked="" type="checkbox"/>	Act with Integrity	Highly Advanced
	<input checked="" type="checkbox"/>	Manage Self	Highly Advanced
	<input type="checkbox"/>	Value Diversity	Choose an item.
Relationships	<input checked="" type="checkbox"/>	Communicate Effectively	Advanced
	<input checked="" type="checkbox"/>	Commitment to Customer Service	Highly Advanced
	<input checked="" type="checkbox"/>	Work Collaboratively	Advanced
	<input type="checkbox"/>	Influence and Negotiate	Choose an item.
Results	<input checked="" type="checkbox"/>	Deliver Results	Advanced
	<input checked="" type="checkbox"/>	Plan and Prioritise	Advanced
	<input checked="" type="checkbox"/>	Think and Solve Problems	Advanced
	<input checked="" type="checkbox"/>	Demonstrate Accountability	Adept
Business Enablers	<input type="checkbox"/>	Finance	Choose an item.
	<input checked="" type="checkbox"/>	Technology	Highly Advanced
	<input type="checkbox"/>	Procurement and Contract Management	Choose an item.
	<input type="checkbox"/>	Project Management	Choose an item.
People Management	<input type="checkbox"/>	Manage and Develop People	Choose an item.
	<input type="checkbox"/>	Inspire Direction and Purpose	Choose an item.
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.

Section 12 – Job Demands Checklist – MUST be completed as relevant to the role

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Frequent
Standing – remaining standing without moving about to perform tasks	Occasional
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	Infrequent
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Infrequent
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Infrequent
Leg/Foot Movement – use of leg and/or foot to operate machinery	Infrequent
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Occasional
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Not Applicable
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Not Applicable
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Infrequent
Hand and Arm Movements – repetitive movements of hands and arms	Frequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Infrequent
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Infrequent
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Occasional
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Frequent
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Infrequent
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Constant
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Infrequent
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Infrequent
Unpredictable People – e.g. dementia, mental illness, head injuries	Infrequent
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Infrequent

Hazardous Substances – e.g. dry chemicals, glues	Infrequent
Noise – environmental/background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting – risk of trips, falls or eyestrain	Infrequent
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Infrequent
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Infrequent
Confined Spaces – areas where only one egress (escape route) exists	Infrequent
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Infrequent
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Word Counts

Section 1	<i>Position Title</i>	200 characters
	<i>Primary Purpose of the Role</i>	3400 characters
Section 2	<i>Standard Key Accountabilities</i>	3500 characters
Section 3	<i>Key Challenges – Challenges</i>	1000 characters
	<i>Key Challenges – Decision Making</i>	1000 characters
	<i>Key Challenges – Communication</i>	1000 characters
Section 4	<i>Key Relationships – Who (each)</i>	200 characters
	<i>Key Relationships – Why (each)</i>	500 characters
Section 7	<i>Essential Requirements</i>	3500 characters
Section 8	<i>Selection Criteria (each)</i>	1000 characters
Section 9	<i>Other Requirements</i>	3800 characters
Section 10	<i>Disqualification Questions</i>	200 characters

Position Description



Facility/Service	South Eastern Sydney Local Health District (SESLHD)
Department	Health, Safety and Wellbeing – People and Culture Directorate
Manager	Safety Culture and Wellbeing Manager
Position Number	
Cost Centre	Health, Safety and Wellbeing 181152

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

Does this role require Job Demand Check List?	YES	All positions require a Job Demand Checklist to be completed
Position Description Title *	Safety Culture Coordinator	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	If Yes, Please list each Classification and grade below
Award*	Health Managers (State) Award	
Position Classification*	Health Manager Level 1	
Job Category Coding (ROB)*		
Job Classification Coding (ROB)*	Permanent, Full Time	
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	NO	Choose Yes or No depending on the scope and role of the position holder
Does this role manage or supervise others?*	NO	Choose Yes or No depending on the scope and role of the position holder
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it. Provide a high quality executive and administrative service to support the efficient and effective operation of the <i>[specialist area]</i> to achieve business and service objectives.
	<i>(Free Text)</i>	This role facilitates and leads the development and implementation of promotional and educational activities for health, safety and wellbeing strategic programs and initiatives to continuously improve and strengthen the safety culture across SESLHD.

Section 2 – Key Accountabilities

Describe what is expected of the position and express the end results required of the position. Each accountability statement should comprise a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

<p>Standard Key Accountabilities*</p>	<p><i>(Free Text)</i></p>	<ul style="list-style-type: none"> • Provide advice, support and guidance in accordance with systems and processes for the development and implementation of strategic programs, promotions and education to improve and strengthen safety culture across SESLHD, whilst taking into consideration client needs • Build and maintain effective relationships with key stakeholders to ensure priorities and objectives are met • Prepare high level written correspondence, promotional and educational material including self-initiated briefs and responses, reports and other written presentation materials in the field of safety promotions, education and culture • Coordinate, facilitate and conduct safety culture and wellbeing workshops, surveys, reviews and other interactive initiatives to collect relevant data and information for analysis to identify areas of risk and improvement opportunities, and develop / implement programs and initiatives to continuously improve the safety culture and wellbeing of staff across SESLHD • Assist with the development and implementation of policies, procedures, standards and practices in accordance with legislative and professional requirements in relation to safety culture improvement to ensure consistent delivery of quality safety culture and wellbeing services to SESLHD management, senior executives and front line workers • Assist in training, education and support of system and process in relation to safety culture and wellbeing programs and initiatives • Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values, through demonstrated behaviours and interactions with patients/clients/employees • Maintain responsibilities for personal and professional development by participating in training/education activities, and performance reviews in order to continuously improve the level and quality of service.
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Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence that it has. The Key Challenges should not restate the Key Accountabilities. We recommend not to have more than 2-3 "Key Challenges" in total. Write two or three sentences concise statements

<p>Challenges</p>	<ul style="list-style-type: none"> ▪ Planning and prioritising high volumes of work with conflicting and critical deadlines. ▪ Attending to a wide variety of day to day related administrative tasks and resolving them on behalf of Manager/Business Unit. ▪ Responding and acting in relation to tight timeframes, often coordinating responses from other staff.
<p>Decision Making</p>	<ul style="list-style-type: none"> ▪ Balancing limited resources to meet competing customer needs and expectations and managing a high volume workload whilst concurrently managing to achieve positive outcomes

	<ul style="list-style-type: none"> Managing time and prioritising issues given the diverse range of issues encountered simultaneously and work demands flowing from a number of sources Participating in consultations with internal and external stakeholders often where there are competing needs/objectives.
Communication	<ul style="list-style-type: none"> The Safety Culture Coordinator is required to seek all relevant information in relation to and use their influencing skills in order to achieve an outcome which is beneficial to all parties within HSW team and across the District to meet objectives. Undertakes straightforward negotiations around timelines for delivery of services.

Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role's primary objective(s).

Key Internal Relationships	Who?	Line Manager and HSW team
	Why?	Develop relationship to support manager and delivery effectively on objectives
	Who?	Colleagues and internal stakeholders
	Why?	To work cohesively, promote culture, and achieve goals
	Who?	SESLHD facilities and services managers and GMs, Directors, front line health workers
	Why?	Build trusting relationships to deliver solution focused outcomes and services
Does this role routinely interact with external stakeholders?	YES	
Key External Relationships	Who?	MoH, regulatory authorities, other LHDs, iCare, Insurers, industry bodies
	Why?	To build effective inter departmental relationship to the benefit of LHD and delivery of services
	Who?	Vendor Management
	Why?	Negotiating contract management and delivery of services with best possible outcomes, resolving technological related issues and sourcing information
	Who?	Line Manager and HSW team
	Why?	Develop relationship to support manager and delivery effectively on objectives
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?	NO	

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	
Indirect Reports	

Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (e.g. \$5,000.00).

As per delegation manual	As per delegations manual
Other \$	

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependent on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Criminal Record Check (NCRC) and/or Aged Care Check Staff who supervise others: As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace. Staff who do not supervise others: You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies, procedures and training relating to work health safety and wellbeing, including reporting any hazards/risks or incidents to their manager and within the SESLHD safety reporting system ims+
	<i>(Free Text)</i>	

Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria in to separate Selection Criteria boxes.

1	Relevant qualifications in safety management systems, promotions, education, or relevant equivalent work experience or a combination of study and work experience
2	Demonstrated knowledge and appreciation of the processes of safety culture and wellbeing, with experience in developing training material and/or delivery of training or willingness to develop experience
3	Demonstrated effective time management skills with the ability to prioritise workload to meet conflicting deadlines
4	Customer focused and ability to build and maintain effective and collaborative working relationships with key stakeholders to meet priorities and performance expectations and achieve objectives
5	Demonstrated excellent written and verbal communication skills with the ability to prepare reports, communication media, design, develop and deliver high quality presentation, promotional and educational material in relation to health, safety and wellbeing culture
6	High level skills with MS suite of software and Microsoft business applications, PowerPoint, excel, project management; and publication tools



7	Highly motivated, agile and resilient, with ability to work to tight deadlines, changing or competing priorities, within a challenging, complex environment, and varying stakeholders with differing perspectives and expectations
8	Current drivers licence (with ability and willingness to travel throughout SESLHD, consistent with the demands of the position and customer needs)

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees Staff who supervise others: Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit Staff who supervise others: Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	<i>(Free Text)</i>	

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

Disqualification Questions	Currently Unavailable
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Section 11 – Capabilities for the Role – Currently NOT being utilised for HM roles in Health

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

Capability Group	Focus?	Capability	Level
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	<input checked="" type="checkbox"/>	Act with Integrity	Highly Advanced
	<input type="checkbox"/>	Manage Self	Highly Advanced
	<input type="checkbox"/>	Value Diversity	Highly Advanced
Relationships	<input checked="" type="checkbox"/>	Communicate Effectively	Highly Advanced
	<input checked="" type="checkbox"/>	Commitment to Customer Service	Highly Advanced
	<input checked="" type="checkbox"/>	Work Collaboratively	Highly Advanced
	<input type="checkbox"/>	Influence and Negotiate	Advanced
Results	<input checked="" type="checkbox"/>	Deliver Results	Advanced
	<input checked="" type="checkbox"/>	Plan and Prioritise	Advanced
	<input checked="" type="checkbox"/>	Think and Solve Problems	Advanced
	<input checked="" type="checkbox"/>	Demonstrate Accountability	Highly Advanced
Business Enablers	<input type="checkbox"/>	Finance	Choose an item.
	<input type="checkbox"/>	Technology	Choose an item.
	<input type="checkbox"/>	Procurement and Contract Management	Choose an item.
	<input checked="" type="checkbox"/>	Project Management	Adept
People Management	<input type="checkbox"/>	Manage and Develop People	Choose an item.
	<input type="checkbox"/>	Inspire Direction and Purpose	Choose an item.
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.

Section 12 – Job Demands Checklist – MUST be completed as relevant to the role

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Frequent
Standing – remaining standing without moving about to perform tasks	Occasional
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	Infrequent
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Infrequent
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Infrequent
Leg/Foot Movement – use of leg and/or foot to operate machinery	Infrequent
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Occasional
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Not Applicable
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Not Applicable
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Infrequent
Hand and Arm Movements – repetitive movements of hands and arms	Frequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Infrequent
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Infrequent
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Occasional
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Frequent
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Infrequent
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Constant
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Infrequent
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Infrequent
Unpredictable People – e.g. dementia, mental illness, head injuries	Infrequent
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Infrequent

Hazardous Substances – e.g. dry chemicals, glues	Infrequent
Noise – environmental/background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting – risk of trips, falls or eyestrain	Infrequent
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Infrequent
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Infrequent
Confined Spaces – areas where only one egress (escape route) exists	Infrequent
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Infrequent
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Word Counts

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Section 2	<i>Standard Key Accountabilities</i>	3500 characters
Section 3	<i>Key Challenges – Challenges</i>	1000 characters
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Section 4	<i>Key Relationships – Who (each)</i>	200 characters
	<i>Key Relationships – Why (each)</i>	500 characters
Section 7	<i>Essential Requirements</i>	3500 characters
Section 8	<i>Selection Criteria (each)</i>	1000 characters
Section 9	<i>Other Requirements</i>	3800 characters
Section 10	<i>Disqualification Questions</i>	200 characters

Position Description



Facility/Service	South Eastern Sydney Local Health District (SESLHD)
Department	Health, Safety and Wellbeing – People and Culture Directorate
Manager	Manager Health, Safety and Wellbeing
Position Number	
Cost Centre	Health, Safety and Wellbeing 181152

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

Does this role require Job Demand Check List?	YES	All positions require a Job Demand Checklist to be completed
Position Description Title *	Manager Workers Compensation and Injury Management	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	If Yes, Please list each Classification and grade below
Award*	Health Managers (State) Award	
Position Classification*	Health Manager Level 3	
Job Category Coding (ROB)*		
Job Classification Coding (ROB)*	Permanent, Full Time	
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	YES	Choose Yes or No depending on the scope and role of the position holder
Does this role manage or supervise others?*	YES	Choose Yes or No depending on the scope and role of the position holder
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it. Plan, coordinate, lead and manage human, financial, material and capital resources to provide a cost effective, quality service that meets key performance indicators and financial accountabilities of the Health Safety and Wellbeing team.
		The Manager Workers Compensation and Injury Management reports to the Manager Health, Safety and Wellbeing. It provides district wide strategic leadership and operational direction to provide a superior management of workers compensation and workplace rehabilitation services. This role provides centralised specialist services and advisory support across the SESLHD in relation to injury and claim management, recovery at work, and maintaining long-term fitness for work.

Section 2 – Key Accountabilities

Describe what is expected of the position and express the end results required of the position. Each accountability statement should comprise a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

<p>Standard Key Accountabilities*</p>	<p><i>Maximum of 8</i></p>	<ul style="list-style-type: none"> • Provide professional strategic advice on strategies designed to provide optimal workplace rehabilitation for our workers compensation claims (including legal claims), whilst ensuring injury management best practice in compliance with legislation and regulatory guidelines to achieve positive outcomes for the SESLHD • Analyse information and data and prepare high quality briefing papers and reports on workers compensation and injury management SESLHD performance, that will assist the organisation to identify trends and develop initiatives aimed at improving health safety and wellbeing strategies, to prevent injuries and to improve the experience of workers and workplace rehabilitation programs • Collaborate with key stakeholders and workers compensation partners to ensure accurate and current information is available to managers, directors and the CE regarding liability and claim management, financial and injury duration costs. Develop agreed strategies to achieve optimum results on individual claims, and identify potential initiatives that may reduce the claims experience and costs for SESLHD • Recruit, coach, mentor and manage the workers compensation and injury management team to develop the capabilities of the team to undertake changing roles, responsibilities and accountabilities, achieve and maximise service delivery to expected standards, and to provide for succession • Manage resources, budgets, assets, projects, and staffing to maximise achievement of goals and required level of skills and performance to achieve strategic and operational objectives • Build and maintain strategic partnerships and relationships by consulting and collaborating with internal and external stakeholders to identify key risks and issues to achieve effective solutions that minimise and manage workers compensation and injury management risks • Contribute at a senior level to the development and implementation of business and strategic plans to meet the People and Culture, Health, Safety Wellbeing and Ministry of Health strategic plans • Maintain responsibilities for personal and professional development by participating in training and education activities, and performance reviews in order to continuously improve the level and quality of service.

Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence that it has. The Key Challenges should not restate the Key Accountabilities. We recommend not to have more than 2-3 "Key Challenges" in total. Write two or three sentences concise statements

<p>Challenges <i>Maximum of 3</i></p>	<ul style="list-style-type: none"> ▪ Lead the change management processes and the development of strategies/ initiatives to resolve work health safety and injury management issues affecting the organisations operations of service delivery to all of the SESLHD staff, across multidisciplinary health providers (medical, nursing, allied health and home support), across multiple sites (hospital, community health); ▪ Lead the cultural change necessary across the organisation to ensure that health and safety risk management is integrated into all decision making and management practices ▪ Leading consultation with internal and external stakeholders often where there are competing needs/objectives. This includes managing and adapting to managers' and team expectations and prioritising issues / work demands from a number of sources
<p>Decision Making</p>	<ul style="list-style-type: none"> ▪ The Manager Workers Compensation and Injury Management has substantial autonomy in the management of staff and other resources of the workers compensation and injury management team, including managing the performance for others to achieve work objectives. ▪ Determining best use of limited resources to meet competing customer needs and expectations and dealing with high volume workloads whilst concurrently managing to achieve positive outcomes ▪ The position has the authority to make decisions consistent with the SESLHD Delegations Manual.
<p>Communication</p>	<ul style="list-style-type: none"> ▪ Internally, the Manager Workers Compensation and Injury Management is required to communicate regularly with Manager Health Safety and Wellbeing, Directors, Facility General Managers and Managers, and front line workers across SESLHD on service delivery, statutory and policy requirements, systems and processes, advisory services, workers compensation and return to work requirements ▪ Externally, the Manager Workers Compensation and Injury Management will develop and maintain effective relationships with other LHDs and health entities, Ministry of Health, other Government agencies, service providers, insurers, industry regulators and unions covering health system employees.

Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role's primary objective(s).

<p>Key Internal Relationships <i>Maximum of 3</i></p>	<p>Who?</p>	<p>SESLHD Management and Directors</p>
	<p>Why?</p>	<p>Advice, support and coaching, claim management and reporting</p>
	<p>Who?</p>	<p>HSW Team</p>

	Why?	Implement processes and system to coach, advise, inform and collaborate with the team regarding risk management and improvement actions
	Who?	Manager Health Safety and Wellbeing
	Why?	Direct reporting line, performance planning and development, mentoring and leadership
Does this role routinely interact with external stakeholders?		YES
Key External Relationships <i>Maximum of 2</i>	Who?	Insurance providers – TMF, iCare and SIRA , Legal representatives, medical professionals and rehabilitation providers
	Why?	Manage and collaborate during end to end workers compensations and injury management processes and outcomes
	Who?	Ministry of Health and Other LHDs
	Why?	Sharing insights, learning and information, reporting requirements
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	7
Indirect Reports	

Section 6 – Financial Delegation

As per delegation manual	As per delegation manual
Other \$	

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependent on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check Staff who supervise others: As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace. Staff who do not supervise others: You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies, procedures and training relating to work health safety and wellbeing, including notifying any hazards/risks or incidents to their
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		managers and reporting these within the SESLHD safety reporting system ims+

Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria in to separate Selection Criteria boxes.

1	Relevant qualifications in workers compensation and injury management or relevant equivalent work experience, or a combination of study and work experience
2	Demonstrated strong leadership skills to enhance staff performance, influence workplace culture, and inspire and lead change
3	Extensive knowledge of Workers Compensation legislation, State Insurance Regulatory Authority Guidelines for Workplace and Return to Work Programs
4	Demonstrated highly developed written and verbal communication, interpersonal and influencing, and conflict resolution skills and the ability to identify key messages, issues and concerns when communicating with others, including the design development and delivery of high quality management reports and presentation material
5	Demonstrated high level analytical and problem solving skills including the ability to provide valued and expert advice and recommendations across a large and complex organisation
6	Excellent strategic planning and policy development skills, including the ability to make complex judgements and take initiative within the delegated areas
7	Highly motivated, agile and resilient, with ability to work to tight deadlines, changing or competing priorities, within a challenging, complex environment, and varying stakeholders with differing perspectives and expectations
8	Current drivers licence (with ability and willingness to travel throughout SESLHD, consistent with the demands of the position and customer needs)

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees Staff who supervise others: Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit Staff who supervise others: Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	<i>(Free Text)</i>	

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

Disqualification Questions	Currently Unavailable
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Section 11 – Capabilities for the Role – Currently NOT being utilised for HM roles in Health

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

Capability Group	Focus?	Capability	Level
Personal Attributes	<input checked="" type="checkbox"/>	Display Resilience and Courage	Highly Advanced
	<input checked="" type="checkbox"/>	Act with Integrity	Highly Advanced
	<input type="checkbox"/>	Manage Self	Choose an item.
	<input type="checkbox"/>	Value Diversity	Choose an item.
Relationships	<input checked="" type="checkbox"/>	Communicate Effectively	Highly Advanced
	<input checked="" type="checkbox"/>	Commitment to Customer Service	Highly Advanced
	<input checked="" type="checkbox"/>	Work Collaboratively	Highly Advanced
	<input checked="" type="checkbox"/>	Influence and Negotiate	Highly Advanced
Results	<input checked="" type="checkbox"/>	Deliver Results	Advanced
	<input type="checkbox"/>	Plan and Prioritise	Choose an item.
	<input type="checkbox"/>	Think and Solve Problems	Choose an item.
	<input checked="" type="checkbox"/>	Demonstrate Accountability	Advanced
Business Enablers	<input type="checkbox"/>	Finance	Foundational
	<input type="checkbox"/>	Technology	Foundational
	<input type="checkbox"/>	Procurement and Contract Management	Foundational
	<input type="checkbox"/>	Project Management	Choose an item.
People Management	<input checked="" type="checkbox"/>	Manage and Develop People	Highly Advanced
	<input type="checkbox"/>	Inspire Direction and Purpose	Choose an item.
	<input checked="" type="checkbox"/>	Optimise Business Outcomes	Adept
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.

Section 12 – Job Demands Checklist – MUST be completed as relevant to the role

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment. Identification of possible risk can also assist with the development of a training plan for the occupant to ensure the risks are minimised.

Each position should be assessed at the site as to the incumbent’s (or future incumbent’s) WHS responsibilities specific to the position. This checklist is to be completed in consultation with the manager/supervisor of the position being recruited for.

Physical Demands – Frequency Guide	
Infrequent:	Intermittent activity exists for a short time on a very infrequent basis
Occasional:	Activity exists up to 1/3 of the time when performing the job
Frequent:	Activity exists between 1/3 and 2/3 of the time when performing the job
Constant:	Activity exists for more than 2/3 of the time when performing the job
Repetitive:	Activity involved repetitive movements
Not applicable	Activity is not required to perform the job

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Frequent
Standing – remaining standing without moving about to perform tasks	Occasional
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	Infrequent
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Infrequent
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Infrequent
Leg/Foot Movement – use of leg and/or foot to operate machinery	Infrequent
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Occasional
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Not Applicable
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Not Applicable
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Infrequent
Hand and Arm Movements – repetitive movements of hands and arms	Frequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Infrequent
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Infrequent
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Occasional
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Frequent
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Infrequent

Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Constant
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Infrequent
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Infrequent
Unpredictable People – e.g. dementia, mental illness, head injuries	Infrequent
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Infrequent
Hazardous Substances – e.g. dry chemicals, glues	Infrequent
Noise – environmental/background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting – risk of trips, falls or eyestrain	Infrequent
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Infrequent
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Infrequent
Confined Spaces – areas where only one egress (escape route) exists	Infrequent
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Infrequent
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Word Counts

Section 1	<i>Position Title</i>	200 characters
	<i>Primary Purpose of the Role</i>	3400 characters
Section 2	<i>Standard Key Accountabilities</i>	3500 characters
Section 3	<i>Key Challenges – Challenges</i>	1000 characters
	<i>Key Challenges – Decision Making</i>	1000 characters
	<i>Key Challenges – Communication</i>	1000 characters
Section 4	<i>Key Relationships – Who (each)</i>	200 characters
	<i>Key Relationships – Why (each)</i>	500 characters
Section 7	<i>Essential Requirements</i>	3500 characters
Section 8	<i>Selection Criteria (each)</i>	1000 characters
Section 9	<i>Other Requirements</i>	3800 characters
Section 10	<i>Disqualification Questions</i>	200 characters

Position Description



Facility/Service	South Eastern Sydney Local Health District (SESLHD)
Department	Health, Safety and Wellbeing – People and Culture Directorate
Manager	Manager Workers Compensation and Injury Management
Position Number	
Cost Centre	Health, Safety and Wellbeing 181152

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

Does this role require Job Demand Check List?	YES	All positions require a Job Demand Checklist to be completed
Position Description Title *	Return to Work Coordinator	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	If Yes, Please list each Classification and grade below
Award*	Health Managers (State) Award	
Position Classification*	Health Manager Level 2	
Job Category Coding (ROB)*		
Job Classification Coding (ROB)*	Permanent, Full Time	
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	NO	Choose Yes or No depending on the scope and role of the position holder
Does this role manage or supervise others?*	NO	Choose Yes or No depending on the scope and role of the position holder
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.
	<i>(Free Text)</i>	The Return to Work (RTW) Coordinator is responsible for developing and implementing the SESLHD return to work program, providing high level specialised and technical advice and support services for injured workers as they recover at work, and assisting SESLHD to meet their obligations as required under the works compensation legislation to achieve business and service objectives. The RTW Coordinator is a key link between the worker and their support team as they recover. RTW Coordinators also assist workers with a workers compensation or a non-compensable injury, to recover at work.

Section 2 – Key Accountabilities

Describe what is expected of the position and express the end results required of the position. Each accountability statement should comprise a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

Standard Key Accountabilities*	<i>(Free Text)</i>	<ul style="list-style-type: none"> • Proactively lead and initiate early contact with SESLHD injured workers and treating medical professionals, to provide effective injury/illness management and recovery at work specialist services in accordance with medical guidance, and to promote rehabilitation and a safe, early recovery at work for injured employees • Initiate, implement, evaluate and continually monitor early recovery at work plans for injured workers, including conducting workplace visits to facilitate recovery at work plans, and additional assessments and/or intervention actions to minimise risk • Collaborate with all key stakeholders including managers, unions, external health professionals, workers compensation team and the TMF fund manager, to review report on recovery at work progress and maximise performance and service deliver expectations • Develop and manage comprehensive case file records in accordance with SESLHD record management requirements and legislative obligations, ensuring that all injury management records are maintained and up-to-date within the SESLHD injury management system, and provide a comprehensive audit trail to meet legal compliance • Monitor and review the ongoing management of recovery at work plans, processes and service providers to identify irregularities, risks or issues that may significantly impact the injured worker and/or SESLHD, and take appropriate intervention action to minimise and effectively manage risks. • Collaborate with the Health Safety and Wellbeing team to identify strategies and initiatives for preventing incidents that cause injuries and identify continuous improvement in SESLHD recovery at work related policies and procedures • Interpret, apply and implement injury management legislation and government policy to promote continuous improvement and focus on superior service, including contributing to development and promotion of performance indicators and governance and risk reporting systems • Maintain responsibilities for personal and professional development by participating in training and education, including keeping informed of health and safety issues, programs, current trends and developments within legislation.
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Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence that it has. The Key Challenges should not restate the Key Accountabilities. We recommend not to have more than 2-3 "Key Challenges" in total. Write two or three sentences concise statements

Challenges	Ability to negotiate complex or difficult Workers Compensation Claims with all stakeholders to achieve positive recovery at work outcomes
Decision Making	Ability to negotiate recovery at work upgrades with all stakeholders in consultation with the Workers Compensation Officers, and to liaise with all stakeholders regarding the decision to change the recovery at work goal
Communication	Internally, the Return to Work Coordinator is required to communicate regularly with staff,

	senior executives and frontline health managers / workers and other members of Health Safety and Wellbeing, and the People and Culture Directorate on recovery at work and workplace injury management programs, procedures, incidents, trends and priorities Externally, the Return to Work Coordinator will develop and maintain effective relationships with the TMF Fund Manager and peers within NSW Health
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Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role’s primary objective(s).

Key Internal Relationships	Who?	Line Manager
	Why?	Develop relationship to support manager and effectively deliver on objectives and performance expectations
	Who?	Health Safety and Wellbeing, People and Culture colleagues and SESLHD Internal stakeholders
	Why?	To work cohesively, promote culture, and achieve goals
	Who?	SESLHD GMs, Managers, and Injured Workers
	Why?	Build trusting relationships to deliver solution focused outcomes
Does this role routinely interact with external stakeholders?		YES
Key External Relationships	Who?	HealthShare, eHealth, MoH, other LHDs, Insurers, Medical Practitioners, Rehabilitation Providers, Unions, Legal Representatives
	Why?	To build effective inter departmental relationship to the benefit of LHD
	Who?	Vendor Management
	Why?	Negotiating contract management and delivery of service with best possible outcomes
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	
Indirect Reports	

Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (e.g. \$5,000.00).

As per delegation manual	As per delegation manual
Other \$	

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependent on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check Staff who supervise others: As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace. Staff who do not supervise others: You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies, procedures and training relating to work health safety and wellbeing, including notifying any hazards/risks or incidents to their managers and reporting these within the SESLHD safety reporting system ims+
	<i>(Free Text)</i>	

Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria in to separate Selection Criteria boxes.

1	Relevant qualifications in occupational recovery at work case management, including SIRA Return to Work Co-ordination accreditation and/or SIRA exemption, or related discipline or relevant equivalent work experience, or a combination of study and work experience
2	Extensive working knowledge and experience in workers compensation legislation and injury management, including applying the legal requirements to implement strategies for the safe and early return at work of injured workers
3	Demonstrated high level analytical and problem solving skills including the ability to provide valued and expert advice and recommendations across a large and complex organisation
4	Customer focused, high level negotiation and influencing skills, and ability to build and maintain effective and collaborative working relationships with key internal and external stakeholders to meet competing priorities and performance expectations
5	Demonstrated high level written and verbal communication, interpersonal and conflict resolution skills and the ability to identify key messages, issues and concerns when communicating with others, and prepare a high standard of reporting, presentations and educational material at a management level
6	Demonstrated experience in planning and evaluation at strategic and service levels, to develop strategies to continuously improve the implementation of return at work plans, that achieve objectives and minimise risk to the injured workers and the organisation

7	Highly motivated, agile and resilient, with ability to work to tight deadlines, changing or competing priorities, within a challenging, complex environment, and varying stakeholders with differing perspectives and expectations
8	Current drivers licence (with ability and willingness to travel throughout SESLHD, consistent with the demands of the position and customer needs)

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees Staff who supervise others: Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit Staff who supervise others: Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	<i>(Free Text)</i>	

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

Disqualification Questions	Currently Unavailable
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Section 11 – Capabilities for the Role – Currently NOT being utilised for HM roles in Health

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

Capability Group	Focus?	Capability	Level
Personal Attributes	<input checked="" type="checkbox"/>	Display Resilience and Courage	Highly Advanced
	<input checked="" type="checkbox"/>	Act with Integrity	Highly Advanced
	<input checked="" type="checkbox"/>	Manage Self	Highly Advanced
	<input type="checkbox"/>	Value Diversity	Choose an item.
Relationships	<input checked="" type="checkbox"/>	Communicate Effectively	Highly Advanced
	<input checked="" type="checkbox"/>	Commitment to Customer Service	Highly Advanced
	<input checked="" type="checkbox"/>	Work Collaboratively	Highly Advanced
	<input checked="" type="checkbox"/>	Influence and Negotiate	Advanced
Results	<input checked="" type="checkbox"/>	Deliver Results	Highly Advanced
	<input type="checkbox"/>	Plan and Prioritise	Choose an item.
	<input checked="" type="checkbox"/>	Think and Solve Problems	Advanced
	<input type="checkbox"/>	Demonstrate Accountability	Choose an item.
Business Enablers	<input type="checkbox"/>	Finance	Choose an item.
	<input type="checkbox"/>	Technology	Choose an item.
	<input checked="" type="checkbox"/>	Procurement and Contract Management	Advanced
	<input type="checkbox"/>	Project Management	Choose an item.
People Management	<input type="checkbox"/>	Manage and Develop People	Choose an item.
	<input type="checkbox"/>	Inspire Direction and Purpose	Choose an item.
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.

Section 12 – Job Demands Checklist – MUST be completed as relevant to the role

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Frequent
Standing – remaining standing without moving about to perform tasks	Occasional
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	Infrequent
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Infrequent
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Infrequent
Leg/Foot Movement – use of leg and/or foot to operate machinery	Infrequent
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Occasional
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Infrequent
Reaching – arms fully extended forward or raised above shoulder	Occasional
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Occasional
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Infrequent
Hand and Arm Movements – repetitive movements of hands and arms	Frequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Infrequent
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Infrequent
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Occasional
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Frequent
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Infrequent
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Constant
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Infrequent
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Infrequent
Unpredictable People – e.g. dementia, mental illness, head injuries	Infrequent
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Infrequent

Hazardous Substances – e.g. dry chemicals, glues	Infrequent
Noise – environmental/background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting – risk of trips, falls or eyestrain	Infrequent
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Infrequent
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Infrequent
Confined Spaces – areas where only one egress (escape route) exists	Infrequent
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Infrequent
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Infrequent

Word Counts

Section 1	<i>Position Title</i>	200 characters
	<i>Primary Purpose of the Role</i>	3400 characters
Section 2	<i>Standard Key Accountabilities</i>	3500 characters
Section 3	<i>Key Challenges – Challenges</i>	1000 characters
	<i>Key Challenges – Decision Making</i>	1000 characters
	<i>Key Challenges – Communication</i>	1000 characters
Section 4	<i>Key Relationships – Who (each)</i>	200 characters
	<i>Key Relationships – Why (each)</i>	500 characters
Section 7	<i>Essential Requirements</i>	3500 characters
Section 8	<i>Selection Criteria (each)</i>	1000 characters
Section 9	<i>Other Requirements</i>	3800 characters
Section 10	<i>Disqualification Questions</i>	200 characters

Position Description



Facility/Service	South Eastern Sydney Local Health District (SESLHD)
Department	Health, Safety and Wellbeing – People and Culture Directorate
Manager	Manager Workers Compensation and Injury Management
Position Number	
Cost Centre	181152

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

Does this role require Job Demand Check List?	YES	All positions require a Job Demand Checklist to be completed
Position Description Title *	Workers Compensation Team Leader	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	If Yes, Please list each Classification and grade below
Award*	Health Manager Level 2	
Position Classification*	Health Manager	
Job Category Coding (ROB)*		
Job Classification Coding (ROB)*	Permanent, Full Time	
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	NO	Choose Yes or No depending on the scope and role of the position holder
Does this role manage or supervise others?*	YES	Choose Yes or No depending on the scope and role of the position holder
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.
	<i>(Free Text)</i>	The Workers Compensation Team Leader reports to the Manager, Workers Compensation and Injury Management. This function leads and manages the workers compensation team to deliver compliant, quality claims services, accurate and timely decisions and experienced, sound advice to management, employees and external stakeholders across the workers compensation claims portfolio.

Section 2 – Key Accountabilities

Describe what is expected of the position and express the end results required of the position. Each accountability statement should comprise a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

Standard Key Accountabilities*	<i>(Free Text)</i>	<ul style="list-style-type: none"> Lead and manage the workers compensation team to deliver services and strategic outcomes that are both positive for the employees and cost effective for the organisation. This includes
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		<p>legal liability, entitlements/payroll, treatment, whole person impairment and work injury damages</p> <ul style="list-style-type: none"> • Build and maintain effective strategic relationships by collaborating, consulting and negotiating with internal and external stakeholders to identify key workers compensation claims risks and issues and provide effective solutions to minimise risk. These include management, return to work coordinators, legal professionals, human resources, insurers and claims managers, in matters relating to claims management • Assess, evaluate and resolve difficult, contentious, high cost, workers compensation matters, and determine appropriate action to maximise outcomes for the workers and organisation • Identify, evaluate and assess workers compensation related risk and develop, implement and monitor district wide strategies to prevent and minimise risks and promote continuous improvement by establishing and monitoring key performance indicators • Analyse workers compensation data and prepare high level management briefs, reports and presentations on workers compensation financial and operational performance, emerging trends and risks, across SESLHD for executive and board review and action • Lead the NSW Health Workers Compensation Management Process Audits across SESLHD, to minimise risk exposure, identify performance improvements and assess compliance with legislation, and contribute to development, implementation of the SESLHD TMF Claims Manager Operational Risk Management Plan, and appropriate use of Injury Connect and the TMF Claims Manager's claims reporting system • Recruit, coach, mentor and manage the performance of the workers compensation team, to develop and continuously improve the capabilities of the team to undertake changing and challenging roles, responsibilities and to provide succession within the team • Actively develop and maintain technical expertise in best practices claims management, identify lessons learned from previous experiences and legal requirements to current claims management approaches and responsibilities. Actively pursue personal and professional development by undertaking training/education activities, performance reviews and development opportunities to continuously improve workers compensation management.
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Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence that it has. The Key Challenges should not restate the Key Accountabilities. We recommend not to have more than 2-3 "Key Challenges" in total. Write two or three sentences concise statements

Challenges	Ability to manage and negotiate complex workers compensation matters, working and collaborating effectively with people from diverse backgrounds, to achieve positive outcomes.
Decision Making	Develop and maintain effective and collaborative relationships with TMF Claims Managers, Legal providers, Managers, Return to Work Coordinators, Payroll, Human Resources, and other service providers to resolve complex matters and implement solutions to achieve common objectives and effective outcomes
Communication	Analyse relevant information in relation to the workers compensation liability and legal matters, and use their influencing skills to achieve an outcome which is beneficial to the SESLHD workers compensation portfolio performance whilst meeting compliance requirements and performance objectives.

Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role's primary objective(s).

Key Internal Relationships	Who?	Managers and Employees
	Why?	Provide case management technical expertise and advice Participate in factual and other investigations Source of resolution, legal/compliance advice and decision making between managers, workers and TMF Claims Managers
	Who?	Return to Work Coordinators
	Why?	Evaluate, review, assess and negotiate workers compensation (WC) claims Develop effective and proactive case management strategies Provide case management technical and legal/compliance advice
	Who?	
	Why?	
Does this role routinely interact with external stakeholders?		YES
Key External Relationships	Who?	Solicitors, Legal Representatives and Insurer case representatives
	Why?	Participation in factual investigations Liability determinations and decision making process Quantum determinations
	Who?	TMF Claims Managers
	Why?	Review, asses and negotiate workers compensation (WC) claims Liability decisions Develop and implement WC claims management process and procedures Develop and implement case management programs/projects
	Who?	

	Why?	
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	3 FTE
Indirect Reports	

Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (e.g. \$5,000.00).

As per delegation manual	As per delegation manual
Other \$	

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependent on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Criminal Record Check (NCRC) and/or Aged Care Check Staff who supervise others: As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace. Staff who do not supervise others: You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing, including notifying any hazards/risks or incidents to their managers and reporting these within the SESLHD safety reporting system ims+
	<i>(Free Text)</i>	

Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria in to separate Selection Criteria boxes.

1	Relevant qualifications in workers compensation claims and injury management or related discipline, or relevant equivalent work experience, or a combination of study and work experience
2	Extensive knowledge and experience in applying relevant workers compensation legislation in the management and resolution of workers compensation claims, to achieve the optimum outcomes for SESLHD
3	Demonstrated ability to analyse and problem solve sensitive and complex workers compensation matters, with extensive, proactive and decisive case management experience and skills, in a professional and timely manner
4	Demonstrated high level written and verbal communication, interpersonal and conflict resolution skills and the ability to identify key messages, issues and concerns when communicating with others, and prepare a high standard of reporting, presentations and educational material at a senior management level
5	Excellent strategic planning and policy development skills, including the ability to make complex judgements and take initiative within the delegated areas
6	Customer focused, high level negotiation and influencing skills, and ability to build and maintain strong, effective and collaborative working relationships with key internal and external stakeholders to meet competing priorities and performance expectations
7	Highly motivated, agile and resilient, with ability to work to tight deadlines, changing or competing priorities, within a challenging, complex environment, and varying stakeholders with differing perspectives and expectations
8	Current drivers licence (with ability and willingness to travel throughout SESLHD, consistent with the demands of the position and customer needs)

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> • Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees • Staff who supervise others: Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit • Staff who supervise others: Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	<i>(Free Text)</i>	

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

Disqualification Questions	Currently Unavailable
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Section 11 – Capabilities for the Role

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

Capability Group	Focus?	Capability	Level
Personal Attributes	<input checked="" type="checkbox"/>	Display Resilience and Courage	Adept
	<input checked="" type="checkbox"/>	Act with Integrity	Advanced
	<input type="checkbox"/>	Manage Self	Adept
	<input type="checkbox"/>	Value Diversity	Intermediate
Relationships	<input checked="" type="checkbox"/>	Communicate Effectively	Highly Advanced
	<input checked="" type="checkbox"/>	Commitment to Customer Service	Highly Advanced
	<input checked="" type="checkbox"/>	Work Collaboratively	Advanced
	<input type="checkbox"/>	Influence and Negotiate	Choose an item.
Results	<input checked="" type="checkbox"/>	Deliver Results	Adept
	<input type="checkbox"/>	Plan and Prioritise	Choose an item.
	<input checked="" type="checkbox"/>	Think and Solve Problems	Adept
	<input checked="" type="checkbox"/>	Demonstrate Accountability	Advanced
Business Enablers	<input type="checkbox"/>	Finance	Choose an item.
	<input checked="" type="checkbox"/>	Technology	Advanced
	<input type="checkbox"/>	Procurement and Contract Management	Foundational
	<input type="checkbox"/>	Project Management	Choose an item.
People Management	<input checked="" type="checkbox"/>	Manage and Develop People	Advanced
	<input type="checkbox"/>	Inspire Direction and Purpose	Choose an item.
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.

Section 12 – Job Demands Checklist

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

Physical Demands – Frequency Guide	
Infrequent:	Intermittent activity exists for a short time on a very infrequent basis
Occasional:	Activity exists up to 1/3 of the time when performing the job
Frequent:	Activity exists between 1/3 and 2/3 of the time when performing the job
Constant:	Activity exists for more than 2/3 of the time when performing the job
Repetitive:	Activity involved repetitive movements
Not applicable	Activity is not required to perform the job

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Frequent
Standing – remaining standing without moving about to perform tasks	Occasional
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	Infrequent
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Infrequent
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Infrequent
Leg/Foot Movement – use of leg and/or foot to operate machinery	Infrequent
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Occasional
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Not Applicable
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Not Applicable
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Infrequent
Hand and Arm Movements – repetitive movements of hands and arms	Frequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Infrequent
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Infrequent
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Occasional
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Frequent
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Infrequent
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Constant
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Infrequent
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Infrequent

Unpredictable People – e.g. dementia, mental illness, head injuries	Infrequent
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Infrequent
Hazardous Substances – e.g. dry chemicals, glues	Infrequent
Noise – environmental/background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting – risk of trips, falls or eyestrain	Infrequent
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Infrequent
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Infrequent
Confined Spaces – areas where only one egress (escape route) exists	Infrequent
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Infrequent
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Word Counts

Section 1	<i>Position Title</i>	200 characters
	<i>Primary Purpose of the Role</i>	3400 characters
Section 2	<i>Standard Key Accountabilities</i>	3500 characters
Section 3	<i>Key Challenges – Challenges</i>	1000 characters
	<i>Key Challenges – Decision Making</i>	1000 characters
	<i>Key Challenges – Communication</i>	1000 characters
Section 4	<i>Key Relationships – Who (each)</i>	200 characters
	<i>Key Relationships – Why (each)</i>	500 characters
Section 7	<i>Essential Requirements</i>	3500 characters
Section 8	<i>Selection Criteria (each)</i>	1000 characters
Section 9	<i>Other Requirements</i>	3800 characters
Section 10	<i>Disqualification Questions</i>	200 characters

Position Description



Facility/Service	South Eastern Sydney Local Health District (SESLHD)
Department	Health, Safety and Wellbeing – People and Culture Directorate
Manager	Workers Compensation Team Leader
Position Number	
Cost Centre	Health, Safety and Wellbeing - 181152

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

Does this role require Job Demand Check List?	YES	All positions require a Job Demand Checklist to be completed
Position Description Title *	Workers Compensation Claims Officer	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	If Yes, Please list each Classification and grade below
Award*	Health Managers (State) Award	
Position Classification*	Health Manager Level 1	
Job Category Coding (ROB)*		
Job Classification Coding (ROB)*	Permanent, Full Time	
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	NO	Choose Yes or No depending on the scope and role of the position holder
Does this role manage or supervise others?*	NO	Choose Yes or No depending on the scope and role of the position holder
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it. Provide a high quality executive and administrative service to support the efficient and effective operation of the Health Safety and Wellbeing team to achieve business and service objectives.
	<i>(Free Text)</i>	The Workers Compensation Claims Officer is responsible for the management and maintenance of workers compensation and injury management systems, processes, standards and reports and for providing expert and valued advice and services on all facets of workers compensation to senior management, line managers, external providers and employees across SESLHD.

Section 2 – Key Accountabilities

Describe what is expected of the position and express the end results required of the position. Each accountability statement should comprise a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

<p>Standard Key Accountabilities*</p>	<p><i>(Free Text)</i></p>	<ul style="list-style-type: none"> • Develop and maintain effective relationships with business partners, key stakeholders, other divisions within People and Culture, SESLHD, TMF Claims Manager and external parties to achieve effective collaboration and networking in the delivery of workers compensation and injury management services • Interpret and implement related legislation and government policy on workers compensation, injury management and staff health and wellbeing and provide advice regarding emerging trends and strategies in workers compensation, injury management and staff health and wellbeing • Conduct the NSW Health Workers Compensation Management Process Audits across SESLHD, to minimise risk exposure, identify performance improvements and assess compliance with legislation, and contribute to development, implementation of the SESLHD TMF Claims Manager risk management plan, and appropriate use of Injury Connect and the TMF claims managers' claims reporting system • Develop, implement, and continuously improve injury management and workers compensation procedures, guidance and educational materials related to injury management and workers compensation • Manage workers compensation claims across SESLHD, including undertaking appropriate actions in relation to treatment monitoring, liability investigation, payroll and wage submission requirements, legal management and identifying and addressing any barriers to claims resolution (includes all workers compensation claims, including for workers who are no longer employed by SESLHD) • Develop and implement claims management action plans and review strategies in consultation with the TMF Claims Manager and Return to Work Coordinators, thorough tracking of portfolio claims, characteristics and outcomes for reporting to stakeholders • Collaborate and effectively communicate and consult with the health safety and wellbeing team, key stakeholders and customer groups, to coach managers in workers compensation and injury management responsibilities, continuous quality improvement strategies, and deliver high quality integrated performance to achieve SESLHD and MoH strategic goals and objectives • Maintain responsibilities for personal and professional development by participating in training and education activities, and performance planning and reviews in order to continuously improve performance and to meet goals and expectations.
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Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence that it has. The Key Challenges should not restate the Key Accountabilities. We recommend not to have more than 2-3 "Key Challenges" in total. Write two or three sentences concise statements

<p>Challenges</p>	<ul style="list-style-type: none"> • Provision of effective workers compensation services in a high volume environment
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	<ul style="list-style-type: none"> • Model, promote and encourage a culture that embraces a positive ‘can-do’ attitude and approach to interactions with stakeholders • Develop strong service delivery methods meeting the needs of line managers and other stakeholders in workers compensation and injury management.
Decision Making	<ul style="list-style-type: none"> ▪ The Workers Compensation Claims Officer is required to seek all relevant information in relation to the workers compensation claim liability and legal matters, and use their influencing skills in order to achieve an outcome which is beneficial to all parties for the workers compensation and return to work team, whilst ensuring work objectives are met. ▪ Undertake negotiations around timelines for delivery of services of the TMF Claims Managers and external rehabilitation providers.
Communication	<ul style="list-style-type: none"> ▪ Communicate regularly with the direct manager, facility managers, senior managers, injured workers, return to work coordinators, payroll and human resources advisory services to ensure that services, issues and solutions meet the organisational needs and objectives ▪ Externally, the Workers Compensation Officer will develop and maintain effective relationships with Insurers, iCare, SIRA, MoH, Legal representatives and other Government agencies to deliver effective workers compensation claims management information and services.

Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role’s primary objective(s).

Key Internal Relationships	Who?	Line Manager
	Why?	Develop relationship to ensure most effective delivery of responsibilities
	Who?	Colleagues and internal stakeholders
	Why?	To work cohesively
	Who?	Key internal clients
	Why?	Build trusting relationships and provide expert advice and assistance
Does this role routinely interact with external stakeholders?		YES
Key External Relationships	Who?	Insurers, iCare, SIRA, MoH, Legal representatives and other Government agencies
	Why?	To manage delivery of services, share expertise and resources where feasible
	Who?	Vendor Management
	Why?	To ensure professional relationship leading to positive outcomes
	Who?	
Why?		
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	
Indirect Reports	

Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (e.g. \$5,000.00).

As per delegation manual	As per delegations manual
Other \$	

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependent on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Criminal Record Check (NCRC) and/or Aged Care Check Staff who supervise others: As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace. Staff who do not supervise others: You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies, procedures and training to work health safety and wellbeing, including notifying any hazards/risks or incidents to their managers and reporting these within the SESLHD safety reporting system ims+
	<i>(Free Text)</i>	

Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria in to separate Selection Criteria boxes.

1	Relevant qualifications in workers compensation legislation and claims management or relevant equivalent work experience or a combination of study and work experience
2	Demonstrated extensive knowledge and experience in managing workers compensation claims and injury management processes, including legislative / legal aspects of claim management
3	Excellent strategic planning and policy development skills, including the ability to make complex judgements and take initiative within the delegated areas

4	Demonstrated excellent written and verbal communication and interpersonal skills with the ability to prepare briefings, reports, communicate relevant legislation and policy and ability to manage sensitive and complex matters with integrity and professionalism
5	High level organisational skills and the ability to prioritise to meet conflicting deadlines, multi-task and follow through, to fulfil day to day position requirements and finalise longer term matters and projects.
6	Customer focused with demonstrated ability to effectively work both independently and within a team, to achieve expected objectives and service delivery performance standards
7	Highly motivated, agile and resilient, with ability to work to tight deadlines, changing or competing priorities, within a challenging, complex environment, and varying stakeholders with differing perspectives and expectations
8	Current drivers licence (with ability and willingness to travel throughout SESLHD, consistent with the demands of the position and customer needs)

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees Staff who supervise others: Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit Staff who supervise others: Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	<i>(Free Text)</i>	

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

Disqualification Questions	Currently Unavailable
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Section 11 – Capabilities for the Role – Currently NOT being utilised for HM roles in Health

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

Capability Group	Focus?	Capability	Level
Personal Attributes	<input checked="" type="checkbox"/>	Display Resilience and Courage	Adept
	<input checked="" type="checkbox"/>	Act with Integrity	Adept
	<input checked="" type="checkbox"/>	Manage Self	Advanced
	<input type="checkbox"/>	Value Diversity	Adept
Relationships	<input checked="" type="checkbox"/>	Communicate Effectively	Advanced
	<input checked="" type="checkbox"/>	Commitment to Customer Service	Advanced
	<input checked="" type="checkbox"/>	Work Collaboratively	Advanced
	<input type="checkbox"/>	Influence and Negotiate	Advanced
Results	<input checked="" type="checkbox"/>	Deliver Results	Advanced
	<input type="checkbox"/>	Plan and Prioritise	Advanced
	<input checked="" type="checkbox"/>	Think and Solve Problems	Advanced
	<input checked="" type="checkbox"/>	Demonstrate Accountability	Advanced
Business Enablers	<input type="checkbox"/>	Finance	Foundational
	<input checked="" type="checkbox"/>	Technology	Adept
	<input type="checkbox"/>	Procurement and Contract Management	Foundational
	<input type="checkbox"/>	Project Management	Foundational
People Management	<input type="checkbox"/>	Manage and Develop People	Choose an item.
	<input type="checkbox"/>	Inspire Direction and Purpose	Choose an item.
	<input type="checkbox"/>	Optimise Business Outcomes	Intermediate
	<input type="checkbox"/>	Manage Reform and Change	Intermediate

Section 12 – Job Demands Checklist – MUST be completed as relevant to the role

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

Physical Demands – Frequency Guide	
Infrequent:	Intermittent activity exists for a short time on a very infrequent basis
Occasional:	Activity exists up to 1/3 of the time when performing the job
Frequent:	Activity exists between 1/3 and 2/3 of the time when performing the job
Constant:	Activity exists for more than 2/3 of the time when performing the job
Repetitive:	Activity involved repetitive movements
Not applicable	Activity is not required to perform the job

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Frequent
Standing – remaining standing without moving about to perform tasks	Occasional
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	Infrequent
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Infrequent
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Infrequent
Leg/Foot Movement – use of leg and/or foot to operate machinery	Infrequent
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Occasional
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Not Applicable
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Not Applicable
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Infrequent
Hand and Arm Movements – repetitive movements of hands and arms	Frequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Infrequent
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Infrequent
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Occasional
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Frequent
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Infrequent
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Constant
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Infrequent
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Infrequent

Unpredictable People – e.g. dementia, mental illness, head injuries	Infrequent
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Infrequent
Hazardous Substances – e.g. dry chemicals, glues	Infrequent
Noise – environmental/background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting – risk of trips, falls or eyestrain	Infrequent
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Infrequent
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Infrequent
Confined Spaces – areas where only one egress (escape route) exists	Infrequent
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Infrequent
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Word Counts

Section 1	<i>Position Title</i>	200 characters
	<i>Primary Purpose of the Role</i>	3400 characters
Section 2	<i>Standard Key Accountabilities</i>	3500 characters
Section 3	<i>Key Challenges – Challenges</i>	1000 characters
	<i>Key Challenges – Decision Making</i>	1000 characters
	<i>Key Challenges – Communication</i>	1000 characters
Section 4	<i>Key Relationships – Who (each)</i>	200 characters
	<i>Key Relationships – Why (each)</i>	500 characters
Section 7	<i>Essential Requirements</i>	3500 characters
Section 8	<i>Selection Criteria (each)</i>	1000 characters
Section 9	<i>Other Requirements</i>	3800 characters
Section 10	<i>Disqualification Questions</i>	200 characters

Position Description



Facility/Service	South Eastern Sydney Local Health District (SESLHD)
Department	Health, Safety and Wellbeing – People and Culture Directorate
Manager	Health, Safety and Wellbeing Manager
Position Number	
Cost Centre	Health, Safety and Wellbeing 181152

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

Does this role require Job Demand Check List?	YES	All positions require a Job Demand Checklist to be completed
Position Description Title *	Health and Safety Manager	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	If Yes, Please list each Classification and grade below
Award*	Health Managers (State) Award	
Position Classification*	Health Manager Level 3	
Job Category Coding (ROB)*		
Job Classification Coding (ROB)*	Permanent, Full Time	
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	YES	Choose Yes or No depending on the scope and role of the position holder
Does this role manage or supervise others?*	YES	Choose Yes or No depending on the scope and role of the position holder
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.
		Plan, coordinate, lead and manage human, financial, material and capital resources to provide a cost effective, quality service that meets key performance indicators and financial accountabilities of the Health Safety and Wellbeing team.
		The Health and Safety Manager reports to the Manager Health, Safety and Wellbeing. The role provides district wide strategic leadership and operational direction to provide a superior management of health and safety management services. This role influences safety values, skills, behaviours and attitudes to establish a positive and strong safety culture. This is achieved through implementation of the SSES LHD health and safety management system, development of safety programs, creation of standardised, simplified and accessible tools and resources, ongoing promotion and communication. These deliverables build safety capability and support the execution of SESLHD and People and Culture strategic initiatives for health and safety management and performance.

Section 2 – Key Accountabilities

Describe what is expected of the position and express the end results required of the position. Each accountability statement should comprise a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

Standard Key Accountabilities*	<i>Maximum of 8</i>	<ul style="list-style-type: none"> • Lead the health and safety team in the implementation, promotion and maintenance of the health and safety management system, including audit, investigation, governance and risk management processes, • Support SESLHD leaders on strategies to foster a positive and resilient health and safety culture, through delivery of health and safety advisory, training and education, and safety culture promotion services • Recruit, coach, develop, mentor and manage the health and safety team to develop the capabilities of the team to undertake changing roles, responsibilities and accountabilities, achieve and maximise service delivery to expected standards, and to provide for succession • Manage resources, budgets, assets, projects, and staff to maximise achievement of goals and required level of skills and performance, to meet compliance with legislative obligations, NSW Health requirements, and SESLHD key stakeholder expectations • Build and maintain strategic working partnerships and relationships by effectively consulting and collaborating with internal and external stakeholders to implement processes to identify health and safety risks and issues and provide effective SESLHD-wide solutions in mitigating and managing risks • Lead and implement safety programs and initiatives across SESLHD to meet the objectives of the health safety and wellbeing, people and culture and ministry of health strategic objectives • Promote continuous improvement of the health and safety management system by establishing, monitoring and measuring key health and safety performance indicators and supporting management reporting systems to optimise health and safety performance • Maintain responsibilities for personal and professional development by participating in training/education activities, and performance reviews in order to continuously improve the level and quality of service.
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Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence that it has. The Key Challenges should not restate the Key Accountabilities. We recommend not to have more than 2-3 "Key Challenges" in total. Write two or three sentences concise statements

Challenges <i>Maximum of 3</i>	<ul style="list-style-type: none"> ▪ Lead the change management processes and the development of strategies/ initiatives to resolve work health safety and injury management issues affecting the organisation's operations of service delivery to all of the SESLHD staff, across multidisciplinary health
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	<p>providers (medical, nursing, allied health and home support), across multiple sites (hospital, community health);</p> <ul style="list-style-type: none"> ▪ Bringing about the cultural change necessary across the organisation to ensure that health and safety risk management is integrated into all decision making and management practices ▪ Leading consultation with internal and external stakeholders often where there are competing needs/objectives. This includes managing and adapting to managers' and team expectations and prioritising issues / work demands from a number of sources
Decision Making	<ul style="list-style-type: none"> ▪ The Health and Safety Manager has substantial autonomy in the management of staff and other resources of the health and safety team, including managing the performance for others to achieve work objectives. ▪ Determining best use of limited resources to meet competing customer needs and expectations and dealing with high volume workloads whilst concurrently managing to achieve positive outcomes ▪ The position has the authority to make decisions consistent with the SESLHD Delegations Manual.
Communication	<ul style="list-style-type: none"> ▪ Internally, the Health and Safety Manager is required to communicate regularly with Manager Health Safety and Wellbeing, Directors, Facility General Managers and Managers, and front line workers across SESLHD on service delivery, statutory and policy requirements, systems and processes, advisory services, health and safety requirements. ▪ Externally, the Health and Safety Manager will develop and maintain effective relationships with other LHDs and health entities, Ministry of Health, other Government agencies, service providers, insurers, industry regulators and unions covering health system employees.

Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role's primary objective(s).

Key Internal Relationships <i>Maximum of 3</i>	Who?	SESLHD Management and Directors
	Why?	Advice, support and coaching, claim management and reporting
	Who?	HSW Team
	Why?	Implement processes and system to coach, advise, inform and collaborate with the team regarding risk management and improvement actions
	Who?	Manager Health Safety and Wellbeing
	Why?	Direct reporting line, performance planning and development, mentoring and leadership
Does this role routinely interact with external stakeholders?	YES	
Key External Relationships <i>Maximum of 2</i>	Who?	Industry Regulators and Agencies, Service Providers, External Auditors,
	Why?	Manage and collaborate during end to end health and safety management processes and outcomes
	Who?	Ministry of Health and Other LHDs

	Why?	Sharing insights, learning and information, reporting requirements
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	7
Indirect Reports	

Section 6 – Financial Delegation

As per delegation manual	As per delegation manual
Other \$	

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependent on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check Staff who supervise others: As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace. Staff who do not supervise others: You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies, procedures and training relating to work health safety and wellbeing, including notifying any hazards/risks or incidents to their managers and reporting these within the SESLHD safety reporting system ims+

Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria in to separate Selection Criteria boxes.

1	Relevant qualifications in Work Health and Safety (WHS) e.g. Certificate IV in WHS, or relevant equivalent work experience, or a combination of qualifications and work experience
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2	Demonstrated strong leadership skills to enhance staff performance, influence workplace culture, and lead change
3	Extensive working knowledge and experience in Work Health and Safety legislation, State Regulatory Authority Guidelines, Codes of Practice, and ISO 45001:2018 WHS Management System Standard, including demonstrated experience and skills in leading safety incident investigations and/or safety management systems audits
4	Demonstrated high level written and verbal communication, interpersonal and conflict resolution skills and the ability to identify key messages, issues and concerns when communicating with others
5	Demonstrated high level negotiation, facilitation and influencing skills and commitment to customer service, with ability to develop and maintain effective and collaborative working relationships with management, front line health workers and other key stakeholders
6	Excellent strategic planning and policy development skills, including the ability to make complex judgements and take initiative within the delegated areas
7	Highly motivated, agile and resilient, with ability to work to tight deadlines, changing or competing priorities, within a challenging, complex environment, and varying stakeholders with differing perspectives and expectations
8	Current drivers licence (with ability and willingness to travel throughout SESLHD, consistent with the demands of the position and customer needs)

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees Staff who supervise others: Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit Staff who supervise others: Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	<i>(Free Text)</i>	

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

Disqualification Questions	Currently Unavailable
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Section 11 – Capabilities for the Role – Currently NOT being utilised for HM roles in Health

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

Capability Group	Focus?	Capability	Level
Personal Attributes	<input checked="" type="checkbox"/>	Display Resilience and Courage	Adept
	<input checked="" type="checkbox"/>	Act with Integrity	Advanced
	<input type="checkbox"/>	Manage Self	Choose an item.
	<input type="checkbox"/>	Value Diversity	Choose an item.
Relationships	<input checked="" type="checkbox"/>	Communicate Effectively	Highly Advanced
	<input checked="" type="checkbox"/>	Commitment to Customer Service	Highly Advanced
	<input checked="" type="checkbox"/>	Work Collaboratively	Advanced
	<input type="checkbox"/>	Influence and Negotiate	Choose an item.
Results	<input checked="" type="checkbox"/>	Deliver Results	Highly Advanced
	<input type="checkbox"/>	Plan and Prioritise	Advanced
	<input checked="" type="checkbox"/>	Think and Solve Problems	Advanced
	<input checked="" type="checkbox"/>	Demonstrate Accountability	Highly Advanced
Business Enablers	<input type="checkbox"/>	Finance	Choose an item.
	<input type="checkbox"/>	Technology	Choose an item.
	<input type="checkbox"/>	Procurement and Contract Management	Choose an item.
	<input checked="" type="checkbox"/>	Project Management	Advanced
People Management	<input checked="" type="checkbox"/>	Manage and Develop People	Advanced
	<input type="checkbox"/>	Inspire Direction and Purpose	Choose an item.
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.

Section 12 – Job Demands Checklist – MUST be completed as relevant to the role

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment. Identification of possible risk can also assist with the development of a training plan for the occupant to ensure the risks are minimised.

Each position should be assessed at the site as to the incumbent’s (or future incumbent’s) WHS responsibilities specific to the position. This checklist is to be completed in consultation with the manager/supervisor of the position being recruited for.

Physical Demands – Frequency Guide	
Infrequent:	Intermittent activity exists for a short time on a very infrequent basis
Occasional:	Activity exists up to 1/3 of the time when performing the job
Frequent:	Activity exists between 1/3 and 2/3 of the time when performing the job
Constant:	Activity exists for more than 2/3 of the time when performing the job
Repetitive:	Activity involved repetitive movements
Not applicable	Activity is not required to perform the job

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Frequent
Standing – remaining standing without moving about to perform tasks	Occasional
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	Infrequent
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Infrequent
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Infrequent
Leg/Foot Movement – use of leg and/or foot to operate machinery	Infrequent
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Occasional
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Not Applicable
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Not Applicable
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Infrequent
Hand and Arm Movements – repetitive movements of hands and arms	Frequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Infrequent
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Infrequent
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Occasional
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Frequent
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Infrequent

Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Constant
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Infrequent
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Infrequent
Unpredictable People – e.g. dementia, mental illness, head injuries	Infrequent
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Infrequent
Hazardous Substances – e.g. dry chemicals, glues	Infrequent
Noise – environmental/background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting – risk of trips, falls or eyestrain	Infrequent
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Infrequent
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Infrequent
Confined Spaces – areas where only one egress (escape route) exists	Infrequent
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Infrequent
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Word Counts

Section 1	<i>Position Title</i>	200 characters
	<i>Primary Purpose of the Role</i>	3400 characters
Section 2	<i>Standard Key Accountabilities</i>	3500 characters
Section 3	<i>Key Challenges – Challenges</i>	1000 characters
	<i>Key Challenges – Decision Making</i>	1000 characters
	<i>Key Challenges – Communication</i>	1000 characters
Section 4	<i>Key Relationships – Who (each)</i>	200 characters
	<i>Key Relationships – Why (each)</i>	500 characters
Section 7	<i>Essential Requirements</i>	3500 characters
Section 8	<i>Selection Criteria (each)</i>	1000 characters
Section 9	<i>Other Requirements</i>	3800 characters
Section 10	<i>Disqualification Questions</i>	200 characters

Position Description



Facility/Service	South Eastern Sydney Local Health District (SESLHD)
Department	Health, Safety and Wellbeing - People and Culture Directorate
Manager	Health and Safety Manager
Position Number	
Cost Centre	Health Safety and Wellbeing 181152

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

Does this role require Job Demand Check List?	YES	All positions require a Job Demand Checklist to be completed
Position Description Title *	Health, Safety and Wellbeing Advisor	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	If Yes, Please list each Classification and grade below
Award*	Health Managers (State) Award	
Position Classification*	Health Manager Level 2	
Job Category Coding (ROB)*		
Job Classification Coding (ROB)*	Permanent, Full Time	
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	NO	Choose Yes or No depending on the scope and role of the position holder
Does this role manage or supervise others?*	NO	Choose Yes or No depending on the scope and role of the position holder
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.
	<i>(Free Text)</i>	This position acts as a focal point for Work Health and Safety (WHS) matters and provides leadership and advisory services to support frontline managers, leaders and executives across SESLHD, in meeting compliance obligations and strategic directions. A key focus of this role is to collaborate and partner with our people to promote, implement, maintain, review and continuously improve the SESLHD health and safety management system.

Section 2 – Key Accountabilities

Standard Key Accountabilities*	<i>(Free Text)</i>	<ul style="list-style-type: none"> Provide advice, support and education to management and their teams on the implementation, maintenance, review and continuous improvement of the SESLHD health and safety management system,
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		<p>including policies, procedures, tools and other resources to assist with effective health and safety risk management</p> <ul style="list-style-type: none"> • Lead and conduct work health and safety compliance, safety management system, security and other health, safety and wellbeing audits in accordance with the SESLHD annual audit program • Contribute to the development, review and continuous improvement of health, safety and wellbeing policy, procedures, tools and resources for continuous improvement, standardisation and simplification of health and safety management • Promote, monitor, validate, triage and action reported health and safety hazards and incidents within the SESLHD safety reporting system ims+, and lead and/or conduct investigations to identify the contributing factors and prevent recurrences • Lead and facilitate health and safety related risk assessments across the SESLHD, and monitor and report on implementation of risk mitigation and management corrective actions, as identified through risk assessments, audit, investigations and other sources as relevant. Lead the analysis and reporting of health, safety and wellbeing information and data, to provide regular insights to management to assist with the identification of risks, trends and enable informed decision making of management actions • Develop, facilitate and deliver health and safety related training and education for front-line health workers and management, to assist them in understanding and meeting their legislative obligations and the health and safety management system responsibilities. This includes assisting with implementation of SESLHD health, safety and wellbeing promotional activities for managers, leaders and frontline health workers • Lead and co-ordinate the health and safety consultation and governance processes across SELSHD, including participation and support in WHS sub-committees and committees and to health and safety representatives (HSRs), Ministry of Health meetings and forums, and other health, safety and wellbeing forums and working groups as required • Maintain responsibilities for personal and professional development by participating in training and education, including keeping informed of health and safety issues, programs, current trends and developments within legislation.
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Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence that it has. The Key Challenges should not restate the Key Accountabilities. We recommend not to have more than 2-3 "Key Challenges" in total. Write two or three sentences concise statements

Challenges	<ul style="list-style-type: none"> Ability to provide accurate and clear WHS advice to Managers, staff and Executive Ability to recommend appropriate solutions for identified WHS issues and to monitor their implementation and effectiveness
Decision Making	<ul style="list-style-type: none"> Ability to provide accurate and current advice with regards to WHS based on relevant legislation and Codes of Practice Ability to facilitate the implementation of new/updated SESLHD WHS policies/procedures within their client group Ability to facilitate changes to improve safe work practices and drive improvements in workplace safety culture.
Communication	<ul style="list-style-type: none"> Highly advanced verbal and written communication skills are required including the ability to communicate effectively with workers who have varying levels of English literacy Ability to write clear and accurate reports, risk assessments, audit and investigation reports and other documentation at a management level, as required.

Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role's primary objective(s).

Key Internal Relationships	Who?	Health, Safety and Wellbeing team, and People and Culture Directorate
	Why?	Collaborate and work together to share learnings, information, achieve objectives and goals, complete projects, problem solve, working groups
	Who?	Managers, Supervisors, Frontline employees across SESLHD
	Why?	Share information, provide HSW services, performance / KPI reporting, education/training, mentoring, advisory and governance services, collaborate on initiatives and projects, escalate issues and risks
	Who?	General Managers, Senior Leaders, Executive Group
	Why?	Deliver information, provide HSW services, performance / KPI reporting, education, mentoring, advisory and governance services, seek approvals and escalate issues and risks
Does this role routinely interact with external stakeholders?		YES
Key External Relationships	Who?	Regulatory authorities such as SafeWork and other health industry regulatory authorities
	Why?	Seek information, facilitate external audits and investigations, problem and issue resolution, and reporting
	Who?	Ministry of Health
	Why?	Seek and share information, provide reporting, attend education and other forums, collaborate on initiatives and working groups
	Who?	Other Local Health Districts
	Why?	Seek and share information, provide reporting, attend education and other forums, collaborate on initiatives and working groups

Is this a Public Senior Executive Role which manages relationship at the Ministerial level?	NO
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Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	
Indirect Reports	

Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (e.g. \$5,000.00).

As per delegation manual	As per delegation manual
Other \$	

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependent on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Criminal Record Check (NCRC) and/or Aged Care Check Staff who supervise others: As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace. Staff who do not supervise others: You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies, procedures and training relating to work health safety and wellbeing, including notifying any hazards/risks or incidents to their managers and reporting these within the SESLHD safety reporting system ims+
	<i>(Free Text)</i>	

Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria in to separate Selection Criteria boxes.

1	Relevant qualifications in WHS (minimum Certificate IV in WHS) or related discipline or relevant equivalent work experience, or a combination of study and work experience
2	Experience in developing, implementing and delivering training material and/or instructional/educational programs for an adult learning environment - Certificate IV in Training and Assessment is highly regarded
3	Extensive working knowledge and experience in Work Health and Safety legislation, State Regulatory Authority Guidelines, Codes of Practice, and ISO 45001:2018 WHS Management System Standard, including implementing safety management systems
4	Demonstrated experience and skills in leading and conducting safety incident investigations and safety management system audits, with completion of quality and/or safety lead auditor training
5	Demonstrated high level written and verbal communication, interpersonal and conflict resolution skills and the ability to identify key messages, issues and concerns when communicating with others, and prepare a high standard of reporting, presentations and educational material at a management level
6	Customer focused, high level negotiation and influencing skills, and ability to build and maintain effective and collaborative working relationships with key internal and external stakeholders to meet competing priorities and performance expectations
7	Highly motivated, agile and resilient, with ability to work to tight deadlines, changing or competing priorities, within a challenging, complex environment, and varying stakeholders with differing perspectives and expectations
8	Current drivers licence (with ability and willingness to travel throughout SESLHD, consistent with the demands of the position and customer needs)

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees Staff who supervise others: Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit Staff who supervise others: Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	<i>(Free Text)</i>	

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

Disqualification Questions	Currently Unavailable
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Section 11 – Capabilities for the Role

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

Capability Group	Focus?	Capability	Level
Personal Attributes	<input checked="" type="checkbox"/>	Display Resilience and Courage	Highly Advanced
	<input checked="" type="checkbox"/>	Act with Integrity	Highly Advanced
	<input checked="" type="checkbox"/>	Manage Self	Highly Advanced
	<input type="checkbox"/>	Value Diversity	Choose an item.
Relationships	<input checked="" type="checkbox"/>	Communicate Effectively	Highly Advanced
	<input checked="" type="checkbox"/>	Commitment to Customer Service	Highly Advanced
	<input checked="" type="checkbox"/>	Work Collaboratively	Highly Advanced
	<input type="checkbox"/>	Influence and Negotiate	Choose an item.
Results	<input type="checkbox"/>	Deliver Results	Choose an item.
	<input checked="" type="checkbox"/>	Plan and Prioritise	Highly Advanced
	<input checked="" type="checkbox"/>	Think and Solve Problems	Highly Advanced
	<input checked="" type="checkbox"/>	Demonstrate Accountability	Highly Advanced
Business Enablers	<input type="checkbox"/>	Finance	Choose an item.
	<input type="checkbox"/>	Technology	Choose an item.
	<input type="checkbox"/>	Procurement and Contract Management	Choose an item.
	<input checked="" type="checkbox"/>	Project Management	Intermediate
People Management	<input type="checkbox"/>	Manage and Develop People	Choose an item.
	<input type="checkbox"/>	Inspire Direction and Purpose	Choose an item.
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.

Section 12 – Job Demands Checklist

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

Physical Demands – Frequency Guide	
Infrequent:	Intermittent activity exists for a short time on a very infrequent basis
Occasional:	Activity exists up to 1/3 of the time when performing the job
Frequent:	Activity exists between 1/3 and 2/3 of the time when performing the job
Constant:	Activity exists for more than 2/3 of the time when performing the job
Repetitive:	Activity involved repetitive movements
Not applicable	Activity is not required to perform the job

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Frequent
Standing – remaining standing without moving about to perform tasks	Occasional
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	Infrequent
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Infrequent
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Infrequent
Leg/Foot Movement – use of leg and/or foot to operate machinery	Infrequent
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Occasional
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Not Applicable
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Not Applicable
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Infrequent
Hand and Arm Movements – repetitive movements of hands and arms	Frequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Infrequent
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Infrequent
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Occasional
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Frequent
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Infrequent
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Constant
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Infrequent
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Infrequent

Unpredictable People – e.g. dementia, mental illness, head injuries	Infrequent
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Infrequent
Hazardous Substances – e.g. dry chemicals, glues	Infrequent
Noise – environmental/background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting – risk of trips, falls or eyestrain	Infrequent
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Infrequent
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Infrequent
Confined Spaces – areas where only one egress (escape route) exists	Infrequent
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Infrequent
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Word Counts

Section 1	<i>Position Title</i>	200 characters
	<i>Primary Purpose of the Role</i>	3400 characters
Section 2	<i>Standard Key Accountabilities</i>	3500 characters
Section 3	<i>Key Challenges – Challenges</i>	1000 characters
	<i>Key Challenges – Decision Making</i>	1000 characters
	<i>Key Challenges – Communication</i>	1000 characters
Section 4	<i>Key Relationships – Who (each)</i>	200 characters
	<i>Key Relationships – Why (each)</i>	500 characters
Section 7	<i>Essential Requirements</i>	3500 characters
Section 8	<i>Selection Criteria (each)</i>	1000 characters
Section 9	<i>Other Requirements</i>	3800 characters
Section 10	<i>Disqualification Questions</i>	200 characters

Position Description



Facility/Service	South Eastern Sydney Local Health District (SESLHD)
Department	Health, Safety and Wellbeing – People and Culture Directorate
Manager	Health and Safety Manager
Position Number	
Cost Centre	Health, Safety and Wellbeing 181152

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

Does this role require Job Demand Check List?	YES	All positions require a Job Demand Checklist to be completed
Position Description Title *	Health Safety and Wellbeing Advisor	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	If Yes, Please list each Classification and grade below
Award*	Health Managers (State) Award	
Position Classification*	Health Manager Level 1	
Job Category Coding (ROB)*		
Job Classification Coding (ROB)*	Permanent, Full Time	
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	NO	Choose Yes or No depending on the scope and role of the position holder
Does this role manage or supervise others?*	NO	Choose Yes or No depending on the scope and role of the position holder
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it. Provide a high quality executive and administrative service to support the efficient and effective operation of the [specialist area] to achieve business and service objectives.
	<i>(Free Text)</i>	This position acts as a focal point for Health and Safety (WHS) matters and provides advisory services to support leaders, frontline managers and health workers, across South Eastern Sydney Local Health District (SESLHD), in meeting compliance obligations and strategic directions. A key focus of this role is to collaborate and partner with our people to promote, implement, maintain, review and continuously improve the SESLHD health and safety management system and processes.

Section 2 – Key Accountabilities

Describe what is expected of the position and express the end results required of the position. Each accountability statement should comprise a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

<p>Standard Key Accountabilities*</p>	<p><i>(Free Text)</i></p>	<ul style="list-style-type: none"> • Provide advice, support and education to management and their teams on the implementation, maintenance, review and continuous improvement of the SESLHD health and safety management system, including policies, procedures, tools and other resources to assist with effective health and safety risk management • Lead and conduct WHS compliance, safety management system, security and other health, safety and wellbeing audits in accordance with the SESLHD annual audit program • Contribute to the development and review of health, safety and wellbeing policy, procedures, tools and resources for continuous improvement, standardisation and simplification of health and safety management • Promote, monitor, validate, triage and action reported health and safety hazards and incidents within the SESLHD safety reporting system im+, and conduct investigations to identify the contributing factors and prevent recurrences • Conduct health and safety related risk assessments across the SESLHD, and monitor and report on implementation of risk mitigation and management corrective actions, as identified through risk assessments, audit, investigations and other sources as relevant. Support the analysis and reporting of health, safety and wellbeing information and data, to provide regular insights to management to assist with the identification of risks, trends and enable informed decision making of management actions • Assist with the facilitation and delivery of health and safety related training and education for front-line health workers and management, to assist them in understanding and meeting their legislative obligations and the health and safety management system responsibilities. This includes assisting with implementation of SESLHD health, safety and wellbeing promotional activities for managers, leaders and frontline health workers • Facilitate and co-ordinate health and safety consultation and governance processes across SELSHD, including participation and support in WHS sub-committees and committees and to health and safety representatives (HSRs), Ministry of Health meetings and forums, and other health, safety and wellbeing forums and working groups as required. • Maintain responsibilities for personal and professional development by participating in training and education, including keeping informed of health and safety issues, programs, current trends and developments within legislation
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Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence that it has. The Key Challenges should not restate the Key Accountabilities. We recommend not to have more than 2-3 "Key Challenges" in total. Write two or three sentences concise statements

Challenges	<ul style="list-style-type: none"> Ability to provide accurate and clear WHS advice to Managers, staff and Executive Ability to recommend appropriate solutions for identified WHS issues and to monitor their implementation and effectiveness
Decision Making	<ul style="list-style-type: none"> Ability to provide accurate and current advice with regards to WHS based on relevant legislation and Codes of Practice Ability to facilitate the implementation of new/updated SESLHD WHS policies/procedures within their client group. Ability to facilitate changes to improve safe work practices and drive improvements in workplace safety culture.
Communication	<ul style="list-style-type: none"> Highly advanced verbal and written communication skills are required including the ability to communicate effectively with workers who have varying levels of English literacy. Ability to write clear and accurate reports, risk assessments, audit and investigation reports and other documentation at a management level, as required.

Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role's primary objective(s).

Key Internal Relationships	Who?	Health, Safety and Wellbeing team, and People and Culture Directorate
	Why?	Collaborate and work together to share learnings, information, achieve objectives and goals, complete projects, problem solve, working groups
	Who?	Managers, Supervisors, Frontline employees across SESLHD
	Why?	Share information, provide HSW services, performance / KPI reporting, education/training, mentoring, advisory and governance services, collaborate on initiatives and projects, escalate issues and risks
	Who?	General Managers, Senior Leaders, Executive Group
	Why?	Deliver information, provide HSW services, performance / KPI reporting, education, mentoring, advisory and governance services, seek approvals and escalate issues / risks
Does this role routinely interact with external stakeholders?		YES
Key External Relationships	Who?	Regulatory authorities such as SafeWork
	Why?	Seek information, facilitate external audits and investigations, problem / issue resolution, reporting
	Who?	Ministry of Health

	Why?	Seek and share information, provide reporting, attend education and other forums, collaborate on initiatives and working groups
	Who?	Other Local Health Districts
	Why?	Seek and share information, provide reporting, attend education and other forums, collaborate on initiatives and working groups
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	
Indirect Reports	

Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (e.g. \$5,000.00).

As per delegation manual	As per delegations manual
Other \$	

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependent on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Criminal Record Check (NCRC) and/or Aged Care Check Staff who supervise others: As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace Staff who do not supervise others: You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies, procedures and training relating to work health safety and wellbeing, including notifying any hazards/risks or incidents to their managers and reporting these within the SESLHD safety reporting system ims+
	<i>(Free Text)</i>	

Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria in to separate Selection Criteria boxes.

1	Relevant qualifications in Work Health and Safety (WHS) e.g. Certificate IV in WHS, or relevant equivalent work experience, or a combination of qualifications and work experience
2	Experience in developing training material and/or delivery of training or willingness to develop experience
3	Demonstrated experience in leading and/or conducting safety audits and investigations, with completion of quality or safety audit training, or willingness to gain this experience
4	High standard of verbal communication skills, interpersonal and influencing skills and the ability to develop and maintain effective working relationships with senior management, peers and other key stakeholders
5	Demonstrated high standard of written communication skills with the ability to prepare reports, develop quality presentation material and other communication media, and educational material in relation to health safety and wellbeing
6	Demonstrated high level analytical and problem solving skills including the ability to provide valued and expert advice and recommendations across a large and complex organisation
	Customer focused and ability to build and maintain effective and collaborative working relationships with key stakeholders to meet priorities and performance expectations and achieve objectives
7	Highly motivated, agile and resilient, with ability to work to tight deadlines, changing priorities, within a challenging, changing environment, and varying stakeholders with differing perspectives and expectations.
8	Current drivers licence (with ability and willingness to travel throughout SESLHD, consistent with the demands of the position and customer needs)

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees Staff who supervise others: Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit Staff who supervise others: Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	<i>(Free Text)</i>	

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.



**Disqualification
Questions**

Currently Unavailable

Section 11 – Capabilities for the Role – Currently NOT being utilised for HM roles in Health

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

Capability Group	Focus?	Capability	Level
Personal Attributes	<input checked="" type="checkbox"/>	Display Resilience and Courage	Highly Advanced
	<input checked="" type="checkbox"/>	Act with Integrity	Highly Advanced
	<input checked="" type="checkbox"/>	Manage Self	Highly Advanced
	<input type="checkbox"/>	Value Diversity	Choose an item.
Relationships	<input checked="" type="checkbox"/>	Communicate Effectively	Advanced
	<input checked="" type="checkbox"/>	Commitment to Customer Service	Highly Advanced
	<input checked="" type="checkbox"/>	Work Collaboratively	Highly Advanced
	<input type="checkbox"/>	Influence and Negotiate	Choose an item.
Results	<input checked="" type="checkbox"/>	Deliver Results	Adept
	<input checked="" type="checkbox"/>	Plan and Prioritise	Advanced
	<input checked="" type="checkbox"/>	Think and Solve Problems	Advanced
	<input type="checkbox"/>	Demonstrate Accountability	Choose an item.
Business Enablers	<input type="checkbox"/>	Finance	Choose an item.
	<input checked="" type="checkbox"/>	Technology	Adept
	<input type="checkbox"/>	Procurement and Contract Management	Choose an item.
	<input type="checkbox"/>	Project Management	Choose an item.
People Management	<input type="checkbox"/>	Manage and Develop People	Choose an item.
	<input type="checkbox"/>	Inspire Direction and Purpose	Choose an item.
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.

Section 12 – Job Demands Checklist – MUST be completed as relevant to the role

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Frequent
Standing – remaining standing without moving about to perform tasks	Occasional
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	Infrequent
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Infrequent
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Infrequent
Leg/Foot Movement – use of leg and/or foot to operate machinery	Infrequent
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Occasional
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Not Applicable
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Not Applicable
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Infrequent
Hand and Arm Movements – repetitive movements of hands and arms	Frequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Infrequent
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Infrequent
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Occasional
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Frequent
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Infrequent
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Constant
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Infrequent
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Infrequent
Unpredictable People – e.g. dementia, mental illness, head injuries	Infrequent
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Infrequent

Hazardous Substances – e.g. dry chemicals, glues	Infrequent
Noise – environmental/background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting – risk of trips, falls or eyestrain	Infrequent
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Infrequent
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Infrequent
Confined Spaces – areas where only one egress (escape route) exists	Infrequent
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Infrequent
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Word Counts

Section 1	<i>Position Title</i>	200 characters
	<i>Primary Purpose of the Role</i>	3400 characters
Section 2	<i>Standard Key Accountabilities</i>	3500 characters
Section 3	<i>Key Challenges – Challenges</i>	1000 characters
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Section 7	<i>Essential Requirements</i>	3500 characters
Section 8	<i>Selection Criteria (each)</i>	1000 characters
Section 9	<i>Other Requirements</i>	3800 characters
Section 10	<i>Disqualification Questions</i>	200 characters

Position Description



Facility/Service	South Eastern Sydney Local Health District (SESLHD)
Department	Health, Safety and Wellbeing
Manager	Manager, Health Safety and Wellbeing
Position Number	
Cost Centre	Health Safety and Wellbeing (181152)

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

Does this role require Job Demand Check List?	YES	All positions require a Job Demand Checklist to be completed
Position Description Title *	Safety Culture and Wellbeing Manager	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	If Yes, Please list each Classification and grade below
Award*	Health Managers (State) Award	
Position Classification*	Health Manager Level 3	
Job Category Coding (ROB)*		
Job Classification Coding (ROB)*	Permanent, Full Time	
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	YES	Choose Yes or No depending on the scope and role of the position holder
Does this role manage or supervise others?*	YES	Choose Yes or No depending on the scope and role of the position holder
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it. Plan, coordinate, lead and manage human, financial, material and capital resources to provide a cost effective, quality service that meets key performance indicators of the health, safety and wellbeing team.
	<i>(Free Text)</i>	The SESLHD People and Culture purpose is to foster a culture where our people are able to reach their full potential by enabling our leaders and our people in delivering the best employee and patient experience through the provision of contemporary people solutions and advice. Health Safety and Wellbeing provides integrated, value-add and cost effective support, advice, insights, and risk management services in regard to health, safety and wellbeing, and to contribute positively to enhance the safety of our people. The Safety Culture and Wellbeing Manager is responsible for defining, building and supporting a strong safety culture, through education and promotion programs. The position will develop and deliver safety leadership programs that empower our leaders to make informed decisions about health and safety risk management and due diligence obligations. The Safety Culture

Position Description



		<p>and Wellbeing Manager also manages the Employee Assistance Program (EAP) contract across the District, including monitoring the quality and promotion of services provided by the EAP provider.</p> <p>A key deliverable of this position is to lead and implement the ‘Speaking Up for Safety Program’ across SESLHD.</p>
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Section 2 – Key Accountabilities

Describe what is expected of the position and express the end results required of the position. Each accountability statement should comprise a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

<p>Standard Key Accountabilities*</p>	<p><i>(Free Text)</i></p>	<ul style="list-style-type: none"> • Manage and effectively lead the safety culture and wellbeing team to ensure quality and timely delivery of safety culture and wellbeing activities, programs and promotions to all SESLHD employees • Lead and implement safety culture and wellbeing programs embedding project management principles and methodologies to successfully achieve strategic objectives in embedding a positive and resilient safety culture across SESLHD • Recruit, coach, mentor, and initiate performance agreements for safety culture team to develop the capabilities of the team to undertake changing roles, responsibilities and accountabilities and to provide for succession within the unit • Manage resources, budgets, assets, projects, and staffing to maximise achievement of goals and required level of skills and performance within the forecast budgetary constraints • Build and maintain strategic relationships by liaising, consulting and negotiating with internal and external stakeholders to identify key safety culture and wellbeing issues and provide effective, valued subject matter expertise to enable the resolution of these issues • Contribute at a senior level to the development and implementation of business and strategic plans, through collecting and analysing safety culture and wellbeing data to identify risks and trends, and implement strategies to continuously improve safety culture and wellbeing across SESLHD • Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees • Maintain responsibilities for personal and professional development by participating in training/education activities, and performance reviews in order to continuously improve the level and quality of service.
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Position Description

Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence that it has. The Key Challenges should not restate the Key Accountabilities. We recommend not to have more than 2-3 "Key Challenges" in total. Write two or three sentences concise statements

Challenges	<ul style="list-style-type: none"> Leading consultations with internal and external stakeholders often where there are competing needs/objectives Managing time and prioritising issues given the diverse range of issues encountered simultaneously and work demands flowing from a number of sources Consistently adapting to and managing staff and managers' expectations in responding to contentious issues and demands
Decision Making	<ul style="list-style-type: none"> The Safety Culture and Wellbeing Manager has substantial autonomy in the management of staff and other resources of the team including managing the performance for others to achieve work objectives. Determining best use of limited resources to meet competing customer needs and expectations and dealing with high volume workloads whilst concurrently managing to achieve positive outcomes Undertakes negotiations around timelines for delivery of services.
Communication	<ul style="list-style-type: none"> Internally, the Safety Culture and Wellbeing Manager is required to communicate regularly with Executive Employees, People Leaders and Committee members on activities related to safety culture and employee wellbeing Externally, the Safety Culture and Wellbeing Manager will develop and maintain effective relationships with External Stakeholders including but not limited to EAP Provider, Education and Training partners, Ministry of Health, Clinical Excellence Commission, Health Education and Training Institute, Safe Work NSW

Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role's primary objective(s).

Key Internal Relationships	Who?	SESLHD Management and Directors
	Why?	Implement safety culture and wellbeing programs and performance reporting
	Who?	HSW Team
	Why?	Implement safety culture, reporting, safety culture promotions and education
	Who?	Manager Health Safety and Wellbeing
	Why?	Direct reporting line, performance planning and development, mentoring and leadership
Does this role routinely interact with external stakeholders?		YES
Key External Relationships	Who?	Health and Safety Regulators, Unions, External Service Providers and other organisations for research and project collaboration
	Why?	Research, insights, innovation and implementing best practices
	Who?	Ministry of Health and Other LHDs

Position Description



	Why?	Sharing insights, learning and information, reporting requirements
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	1
Indirect Reports	

Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (e.g. \$5,000.00).

As per delegation manual	As per delegations manual
Other \$	

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependent on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check Staff who supervise others: As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace. Staff who do not supervise others: You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies, procedures and training relating to work health safety and wellbeing, including notifying any hazards/risks or incidents to their managers and reporting these within the SESLHD safety reporting system ims+
	<i>(Free Text)</i>	

Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria in to separate Selection Criteria boxes.

1	Relevant qualifications in safety management systems, psychological wellbeing, organisational culture or related discipline or relevant equivalent work experience, or a combination of study and work experience
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Position Description



2	Demonstrated strong leadership skills to enhance staff performance, influence workplace culture, and lead change
3	Extensive knowledge of contemporary issues in organisational safety culture / human risk management, including financial, human resource and organisational management
4	Demonstrated high level written and verbal communication, interpersonal and conflict resolution skills and the ability to identify key messages, issues and concerns when communicating with others, design develop and deliver a high standard of presentation and reporting material at a senior management level
5	Demonstrated high level negotiation, facilitation and influencing skills and commitment to customer service, with ability to develop and maintain effective and collaborative working relationships with management, front line health workers and other key stakeholders
6	Excellent strategic planning and policy development skills, including the ability to make complex judgements and take initiative within the delegated areas
7	Highly motivated, agile and resilient, with ability to work to tight deadlines, changing or competing priorities, within a challenging, complex environment, and varying stakeholders with differing perspectives and expectations
8	Current drivers licence (with ability and willingness to travel throughout SESLHD, consistent with the demands of the position and customer needs)

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees Staff who supervise others: Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit Staff who supervise others: Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	<i>(Free Text)</i>	

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

Disqualification Questions	Currently Unavailable
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Position Description



Health
South Eastern Sydney
Local Health District

Position Description



Section 11 – Capabilities for the Role – Currently **NOT** being utilised for HM roles in Health

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

Capability Group	Focus?	Capability	Level
Personal Attributes	<input checked="" type="checkbox"/>	Display Resilience and Courage	Adept
	<input checked="" type="checkbox"/>	Act with Integrity	Advanced
	<input type="checkbox"/>	Manage Self	Choose an item.
	<input type="checkbox"/>	Value Diversity	Choose an item.
Relationships	<input checked="" type="checkbox"/>	Communicate Effectively	Advanced
	<input checked="" type="checkbox"/>	Commitment to Customer Service	Advanced
	<input checked="" type="checkbox"/>	Work Collaboratively	Advanced
	<input type="checkbox"/>	Influence and Negotiate	Choose an item.
Results	<input checked="" type="checkbox"/>	Deliver Results	Advanced
	<input checked="" type="checkbox"/>	Plan and Prioritise	Choose an item.
	<input checked="" type="checkbox"/>	Think and Solve Problems	Adept
	<input checked="" type="checkbox"/>	Demonstrate Accountability	Adept
Business Enablers	<input type="checkbox"/>	Finance	Adept
	<input type="checkbox"/>	Technology	Choose an item.
	<input type="checkbox"/>	Procurement and Contract Management	Choose an item.
	<input type="checkbox"/>	Project Management	Choose an item.
People Management	<input checked="" type="checkbox"/>	Manage and Develop People	Advanced
	<input type="checkbox"/>	Inspire Direction and Purpose	Choose an item.
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.

Section 12 – Job Demands Checklist – MUST be completed as relevant to the role

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Constant
Standing – remaining standing without moving about to perform tasks	Frequent
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	Constant
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	Infrequent
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Constant
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Constant
Kneeling – remaining in a kneeling posture to perform tasks	Occasional
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Occasional
Leg/Foot Movement – use of leg and/or foot to operate machinery	Infrequent
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Constant
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Repetitive
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Constant
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Constant
Reaching – arms fully extended forward or raised above shoulder	Frequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Infrequent
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Frequent
Hand and Arm Movements – repetitive movements of hands and arms	Repetitive
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Repetitive
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Infrequent
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Constant
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Repetitive
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Repetitive
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Occasional
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Infrequent
Touch – use of touch is an integral part of work performance	Infrequent
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Frequent
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Occasional
Unpredictable People – e.g. dementia, mental illness, head injuries	Occasional
Restraining – involvement in physical containment of patients/clients	Infrequent
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Occasional
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Occasional
Gases – working with explosive or flammable gases requiring precautionary measures	Infrequent
Fumes – exposure to noxious or toxic fumes	Infrequent
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Infrequent

Position Description



Hazardous Substances – e.g. dry chemicals, glues	Infrequent
Noise – environmental/background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting – risk of trips, falls or eyestrain	Infrequent
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Infrequent
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Infrequent
Confined Spaces – areas where only one egress (escape route) exists	Infrequent
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Infrequent
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Infrequent

Word Counts

Section 1	<i>Position Title</i>	200 characters
	<i>Primary Purpose of the Role</i>	3400 characters
Section 2	<i>Standard Key Accountabilities</i>	3500 characters
Section 3	<i>Key Challenges – Challenges</i>	1000 characters
	<i>Key Challenges – Decision Making</i>	1000 characters
	<i>Key Challenges – Communication</i>	1000 characters
Section 4	<i>Key Relationships – Who (each)</i>	200 characters
	<i>Key Relationships – Why (each)</i>	500 characters
Section 7	<i>Essential Requirements</i>	3500 characters
Section 8	<i>Selection Criteria (each)</i>	1000 characters
Section 9	<i>Other Requirements</i>	3800 characters
Section 10	<i>Disqualification Questions</i>	200 characters

Position Description



Facility/Service	South Eastern Sydney Local Health District (SESLHD)
Department	Health Safety and Wellbeing – People and Culture
Manager	Manager Workers Compensation and Injury Management
Position Number	
Cost Centre	Health Safety and Wellbeing 181152

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

Does this role require Job Demand Check List?	YES	All positions require a Job Demand Checklist to be completed
Position Description Title *	Safety Operations Officer	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	If Yes, Please list each Classification and grade below
Award*	Health Employees Administrative Staff (State) Award	
Position Classification*	Administrative Officer Level 4	
Job Category Coding (ROB)*		
Job Classification Coding (ROB)*	Permanent, Full Time	
Speciality Coding (ROB)	NO	
Does this require Senior Executive Level Standards?	NO	No
Does this role manage or supervise others?*	NO	No
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it. This role provides a range of administrative and operations support services to enable the Health, Safety and Wellbeing team to achieve its objectives, and meet standards and service delivery expectations in a timely, reliable and efficient way that embraces the NSW health core values.
	<i>(Free Text)</i>	

Section 2 – Key Accountabilities

Describe what is expected of the position and express the end results required of the position. Each accountability statement should comprise a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

Standard Key Accountabilities*	<i>(Free Text)</i>	<ul style="list-style-type: none"> Provide a range of administrative and operational support services across Health Safety and Wellbeing, monitoring work priorities and work flow to deliver efficient and effective customer focused services. These services include but are not limited to: <ul style="list-style-type: none"> Coordinate and collate communication material and information within and external to Health Safety and Wellbeing Purchase and payment processes
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Position Description



		<ul style="list-style-type: none"> ○ Support for committees and meetings ○ Schedule and organise meetings ○ Manage and maintain team rosters ○ Support recruitment activities ○ Support administration such as office supplies ○ Workers compensation and injury management processes ● Respond to a various enquiries (face to face and by telephone) providing timely and effective information, and resolving enquiries in a positive and responsive manner ● Prepare accurate information, documents, reports, briefs and other correspondence, including the preparation of complex correspondence for senior management, in accordance with SESLHD policies and procedures ● Maintain the Content Manager records management system within and across Health, Safety and Wellbeing, and create, store, retrieve and archive files to ensure the accurate and safe storage of information ● Monitor and evaluate administrative processes, systems and procedures to improve office efficiency and ensure the delivery of a quality service to SESLHD internal and external customers and key stakeholders ● Act as an appropriate and effective role model and promote a positive culture and support practices that reflect the organisational values through demonstrated behaviours and interactions with clients and colleagues. ● Maintain responsibility for personal and professional development by participating in training/education activities, and performance reviews/appraisals in order to continuously improve the level of service provided to patients/clients.

Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence that it has. The Key Challenges should not restate the Key Accountabilities. We recommend not to have more than 2-3 "Key Challenges" in total. Write two or three sentences concise statements

Challenges	<ul style="list-style-type: none"> ▪ Maintaining current knowledge of the frequently changing policies and procedures ▪ Managing competing priorities and high volumes of work ▪ Attending to the wide variety of day to day administrative tasks and resolving them to support effective functioning within and across Health Safety and Wellbeing / People and Culture
Decision Making	<ul style="list-style-type: none"> ▪ Work under limited direction and guidance with regard to work priorities ▪ Exercise judgment in selecting and applying established principles, techniques and methods ▪ Escalate more complex issues outside the scope of their position description within their team or to the Manager, Health Safety and Wellbeing.

Position Description



Communication	<ul style="list-style-type: none"> Internally, the Safety Operations Officer is required to communicate regularly with Health Safety and Wellbeing team members on administrative support functions, records management and to coordinate team activities Externally, the Safety Operations Officer will develop and maintain effective relationships with Health Safety and Wellbeing / People and Culture clients, Local Health District Officers, Health Support Services staff, other health entities, and employee association representatives.
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Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role’s primary objective(s).

Key Internal Relationships	Who?	Line Manager/Supervisor and HSW team
	Why?	To effectively and collaboratively conduct position functions across Health Safety and Wellbeing
	Who?	Colleagues and internal customers / stakeholders
	Why?	To work cohesively, promote positive culture and behaviour, and achieve team objectives and service delivery expectations / standards
	Who?	
	Why?	
Does this role routinely interact with external stakeholders?		YES
Key External Relationships	Who?	Customers, partners and key stakeholders
	Why?	To provide value add and effective customer services including resolution of issues, that meet performance delivery expectations and achieve objectives
	Who?	MoH, regulatory authorities, other LHDs, iCare, Insurers, Industry bodies
	Why?	To build and maintain strong and effective working relationships to achieve objectives, delivery of services, resolve issues, and meet customer / stakeholder performance delivery expectations
	Who?	Vendor / Service Providers
	Why?	To build and maintain effective working relationships in delivery of services and contract management, to resolve issues and achieve objectives and meet customer / stakeholder performance delivery expectations
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	NA
Indirect Reports	NA

Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (e.g. \$5,000.00).

As per delegation manual	As per delegation manual
Other \$	

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Position Description



Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Criminal Record Check (NCRC) and/or Aged Care Check Staff who supervise others: As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace. Staff who do not supervise others: Staff who do not supervise others: You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies, procedures and training relating to work health safety and wellbeing, including reporting any hazards/risks or incidents to their manager and within the SESLHD safety reporting system ims+
	<i>(Free Text)</i>	

Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria in to separate Selection Criteria boxes.

1	Demonstrated ability to perform a wide range of administrative tasks, while managing competing work priorities and work flow within allocated resources and to meet deadlines, with experience in effectively responding to various customer and stakeholder enquiries
2	High level interpersonal, written and verbal communication skills with focus on customer service, including experience responding to a range of customer enquiries and determining the appropriate response
3	Demonstrated initiative and the ability to bring a creative approach to problem solving that achieves the objectives of Health Safety and Wellbeing / People and Culture and meets the expectations of customers and other key stakeholders
4	Customer focused with demonstrated commitment to delivering a quality service and quality improvement initiatives in workplace practices and procedures
5	Experience in the use of Microsoft Office packages including Word, Outlook, PowerPoint, Excel, Content Manager, Oracle purchasing and other internal Health systems such as Health Roster, SolvInjury, ROB and ims+
6	Demonstrated capability to act in a professional manner with high integrity and an ability to exercise confidentiality and discretion in relation to Health Safety and Wellbeing / People and Culture matters
7	Highly motivated, agile and resilient, with ability to work to tight deadlines, changing or competing priorities, within a challenging, complex environment, and varying stakeholders with differing perspectives and expectations
8	Current drivers licence (with ability and willingness to travel throughout SESLHD, consistent with the demands of the position and customer needs).

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees
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Position Description



		<ul style="list-style-type: none"> • Staff who supervise others: Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit • Staff who do not supervise others: You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies, procedures and training relating to work health safety and wellbeing, including reporting any hazards/risks or incidents to their manager and within the SESLHD safety reporting system ims+
	<i>(Free Text)</i>	

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

Disqualification Questions	Currently Unavailable
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Position Description



Section 11 – Capabilities for the Role – Currently NOT being utilised for Admin roles in Health

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

Capability Group	Focus?	Capability	Level
Personal Attributes	<input checked="" type="checkbox"/>	Display Resilience and Courage	Intermediate
	<input checked="" type="checkbox"/>	Act with Integrity	Advanced
	<input type="checkbox"/>	Manage Self	Choose an item.
	<input type="checkbox"/>	Value Diversity	Choose an item.
Relationships	<input checked="" type="checkbox"/>	Communicate Effectively	Adept
	<input checked="" type="checkbox"/>	Commitment to Customer Service	Advanced
	<input checked="" type="checkbox"/>	Work Collaboratively	Advanced
	<input type="checkbox"/>	Influence and Negotiate	Choose an item.
Results	<input checked="" type="checkbox"/>	Deliver Results	Adept
	<input checked="" type="checkbox"/>	Plan and Prioritise	Adept
	<input checked="" type="checkbox"/>	Think and Solve Problems	Adept
	<input checked="" type="checkbox"/>	Demonstrate Accountability	Advanced
Business Enablers	<input type="checkbox"/>	Finance	Choose an item.
	<input checked="" type="checkbox"/>	Technology	Advanced
	<input type="checkbox"/>	Procurement and Contract Management	Choose an item.
	<input type="checkbox"/>	Project Management	Choose an item.
People Management	<input type="checkbox"/>	Manage and Develop People	Choose an item.
	<input type="checkbox"/>	Inspire Direction and Purpose	Choose an item.
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.

Position Description



Section 12 – Job Demands Checklist – MUST be completed as relevant to the role

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Constant
Standing – remaining standing without moving about to perform tasks	Infrequent
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	Infrequent
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Infrequent
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Infrequent
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Infrequent
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Not Applicable
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Not Applicable
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Not Applicable
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Not Applicable
Hand and Arm Movements – repetitive movements of hands and arms	Constant
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Constant
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Infrequent
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Constant
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Not Applicable
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Not Applicable
Unpredictable People – e.g. dementia, mental illness, head injuries	Not Applicable
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Not Applicable
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Not Applicable
Inadequate Lighting – risk of trips, falls or eyestrain	Not Applicable
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Not Applicable
Confined Spaces – areas where only one egress (escape route) exists	Not Applicable

Position Description



Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Not Applicable
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Word Counts

Section 1	Position Title	200 characters
	Primary Purpose of the Role	3400 characters
Section 2	Standard Key Accountabilities	3500 characters
Section 3	Key Challenges – Challenges	1000 characters
	Key Challenges – Decision Making	1000 characters
	Key Challenges – Communication	1000 characters
Section 4	Key Relationships – Who (each)	200 characters
	Key Relationships – Why (each)	500 characters
Section 7	Essential Requirements	3500 characters
Section 8	Selection Criteria (each)	1000 characters
Section 9	Other Requirements	3800 characters
Section 10	Disqualification Questions	200 characters

Position Description



Facility/Service	South Easter Sydney Local Health District (SESLHD0
Department	Health, Safety and Wellbeing – People and Culture Directorate
Manager	Workers Compensation Claims Team Leader
Position Number	
Cost Centre	Health, Safety and Wellbeing 181152

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

Does this role require Job Demand Check List?	YES	All positions require a Job Demand Checklist to be completed
Position Description Title *	Workers Compensation Payroll Officer	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	If Yes, Please list each Classification and grade below
Award*	Health Employees Administrative Staff (State) Award	
Position Classification*	Administrative Officer Level 6	
Job Category Coding (ROB)*		
Job Classification Coding (ROB)*	Permanent, Full Time	
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	NO	Choose Yes or No depending on the scope and role of the position holder
Does this role manage or supervise others?*	NO	Choose Yes or No depending on the scope and role of the position holder
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.
	<i>(Free Text)</i>	The Workers Compensation Payroll Officer is responsible for providing workers compensation payroll services for all SESLHD workers compensation claimants, including the accurate calculation of workers compensation payments, management of payroll enquiries from internal and external customers and stakeholders, executing payroll adjustments and the reconciliation of payments from the Treasury Managed Funds (TMS) Insurance Manager. This role works across a multi-disciplinary environment within the Health Safety and Wellbeing team to support SESLHD in meeting its legislative obligations for the effective management of workers compensation claims.

Section 2 – Key Accountabilities

Describe what is expected of the position and express the end results required of the position. Each accountability statement should comprise a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

Position Description



Standard Key Accountabilities*	<i>(Free Text)</i>	<ul style="list-style-type: none"> • Provide a high level of administrative and customer related services, managing work priorities and work processes within allocated resources, to ensure delivery of efficient and effective client focused services including: <ul style="list-style-type: none"> ○ Calculate PIAWE for all workers compensation claims ○ Calculate employees workers compensation entitlements ○ Submit appropriate documentation to Health Support for processing of payments ○ Submit wage reimbursements to TMF claims managers ○ Calculate retrospective payroll adjustments ○ Reconcile TMF remittances ○ Collate payroll information for legal claim responses • Respond and effectively manage extensive enquiries and matters relating to workers compensation payroll and provide accurate and current information, advice and guidance to assist with meeting customer expectations and needs • Prepare accurate and concise reports and documentation, including the preparation of legal correspondence for workers compensation matters • Manage and maintain the Injury Connect payroll records management system and create, store, retrieve and archive files to ensure accurate, safe and secure storage of information and records • Monitor and review workers compensation payroll processes, systems and procedures to improve efficiency and the delivery of quality services to internal and external customers across SESLHD • Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees • Maintain responsibilities for personal and professional development by participating in training and education activities, and performance planning and reviews in order to continuously improve the level and quality of performance and service delivery.
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Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence that it has. The Key Challenges should not restate the Key Accountabilities. We recommend not to have more than 2-3 "Key Challenges" in total. Write two or three sentences concise statements

Challenges	<ul style="list-style-type: none"> • Maintaining current knowledge of payroll policies and procedures, NSW Health awards and Workers Compensation legislation • Managing competing priorities and high volumes of work, given often limited resources • Attending to the wide variety of day-to-day administrative tasks, resolving them on behalf of the Health Safety and Wellbeing Services.
Decision Making	<ul style="list-style-type: none"> • Work independently under limited direction and within constraints set by senior management • Escalate more complex issues outside the scope of their position description to the Manager Health Safety and Wellbeing.
Communication	<ul style="list-style-type: none"> • Internally, the Workers Compensation Payroll Officer is required to communicate regularly with the Worker Compensation Team, Health Managers, the Finance Department and SESLHD employees on workers compensation payroll enquiries and rostering issues.

Position Description



	<ul style="list-style-type: none"> Externally, the Workers Compensation Payroll Officer will develop and maintain effective relationships with TMF Claims Managers and Health Share to facilitate smooth processing of payments and remittances.
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Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role's primary objective(s).

Key Internal Relationships	Who?	Line Manager/Supervisor and HSW team
	Why?	To effectively and collaboratively conduct position functions across Health Safety and Wellbeing
	Who?	Colleagues and internal customers / stakeholders
	Why?	To work cohesively, promote positive culture and behaviour, and achieve team objectives and service delivery expectations / standards
	Who?	
	Why?	
Does this role routinely interact with external stakeholders?		YES
Key External Relationships	Who?	Customers, partners and key stakeholders
	Why?	To provide value add and effective customer services including resolution of issues, that meet performance delivery expectations and achieve objectives
	Who?	MoH, regulatory authorities, other LHDs, iCare, Insurers, Industry bodies
	Why?	To build and maintain strong and effective working relationships to achieve objectives, delivery of services, resolve issues, and meet customer / stakeholder performance delivery expectations
	Who?	Vendor / Service Providers
	Why?	To build and maintain effective working relationships in delivery of services and contract management, to resolve issues and achieve objectives and meet customer / stakeholder performance delivery expectations
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	NA
Indirect Reports	NA

Section 6 – Financial Delegation

Note either "as per delegation manual" or "other", if selecting other specify the monetary value of the financial delegation (e.g. \$5,000.00).

As per delegation manual	As per delegations manual
Other \$	

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Criminal Record Check (NCRC) and/or Aged Care Check
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Position Description



		<ul style="list-style-type: none"> Staff who supervise others: As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace. Staff who do not supervise others: You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies, procedures and training relating to work health safety and wellbeing, including notifying any hazards/risks or incidents to their managers and reporting these within the SESLHD safety reporting system ims+
	(Free Text)	

Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria in to separate Selection Criteria boxes.

1	Significant experience within payroll processing and administration, knowledge and ability in interpreting policies, awards and agreements, and the ability to manually calculate pays and retrospective adjustments
2	Knowledge of the NSW Workers Compensation Legislation weekly benefits schedules and ability to accurately interpret and apply to the workers compensation payroll processes
3	Experience in the use of Microsoft Office packages including Word, Outlook, PowerPoint, Excel, Content Manager, Oracle purchasing and other internal Health systems such as Health Roster, SolvInjury, ims+, and electronic filing and payroll databases
4	High level interpersonal, written and verbal communication skills, including experience responding to a range of customer enquiries and determining the appropriate response in a complex work environment
5	Ability to work independently and with a demonstrated capacity for effective and collaborative teamwork within allocated resources, to achieve objectives and meet performance delivery expectations
6	Customer focused with demonstrated commitment to delivering a quality service and quality improvement initiatives in workplace practices and procedures
7	Highly motivated, agile and resilient, with ability to work to tight deadlines, changing or competing priorities, within a challenging, complex environment, and varying stakeholders with differing perspectives and expectations
8	Current drivers licence (with ability and willingness to travel throughout SESLHD, consistent with the demands of the position and customer needs).

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Other Requirements	(Mandatory)	<ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees Staff who supervise others: Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit Staff who supervise others: Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	(Free Text)	

Position Description



Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

Disqualification Questions	Currently Unavailable
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Position Description



Section 11 – Capabilities for the Role – Currently NOT being utilised for Admin roles in Health

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

Capability Group	Focus?	Capability	Level
Personal Attributes	<input checked="" type="checkbox"/>	Display Resilience and Courage	Adept
	<input checked="" type="checkbox"/>	Act with Integrity	Highly Advanced
	<input type="checkbox"/>	Manage Self	Choose an item.
	<input type="checkbox"/>	Value Diversity	Choose an item.
Relationships	<input checked="" type="checkbox"/>	Communicate Effectively	Advanced
	<input checked="" type="checkbox"/>	Commitment to Customer Service	Advanced
	<input checked="" type="checkbox"/>	Work Collaboratively	Advanced
	<input type="checkbox"/>	Influence and Negotiate	Choose an item.
Results	<input checked="" type="checkbox"/>	Deliver Results	Adept
	<input checked="" type="checkbox"/>	Plan and Prioritise	Advanced
	<input checked="" type="checkbox"/>	Think and Solve Problems	Advanced
	<input checked="" type="checkbox"/>	Demonstrate Accountability	Adept
Business Enablers	<input type="checkbox"/>	Finance	Choose an item.
	<input checked="" type="checkbox"/>	Technology	Intermediate
	<input type="checkbox"/>	Procurement and Contract Management	Choose an item.
	<input type="checkbox"/>	Project Management	Choose an item.
People Management	<input type="checkbox"/>	Manage and Develop People	Choose an item.
	<input type="checkbox"/>	Inspire Direction and Purpose	Choose an item.
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.

Position Description



Section 12 – Job Demands Checklist – MUST be completed as relevant to the role

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Constant
Standing – remaining standing without moving about to perform tasks	Infrequent
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	Not Applicable
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Frequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Not Applicable
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Infrequent
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Occasional
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Infrequent
Reaching – arms fully extended forward or raised above shoulder	Not Applicable
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Not Applicable
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Frequent
Hand and Arm Movements – repetitive movements of hands and arms	Constant
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Constant
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Not Applicable
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Constant
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Not Applicable
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Not Applicable
Unpredictable People – e.g. dementia, mental illness, head injuries	Not Applicable
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Not Applicable
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Not Applicable
Inadequate Lighting – risk of trips, falls or eyestrain	Not Applicable
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Not Applicable
Confined Spaces – areas where only one egress (escape route) exists	Not Applicable

Position Description



Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Not Applicable
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Not Applicable
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Word Counts

Section 1	Position Title	200 characters
	Primary Purpose of the Role	3400 characters
Section 2	Standard Key Accountabilities	3500 characters
Section 3	Key Challenges – Challenges	1000 characters
	Key Challenges – Decision Making	1000 characters
	Key Challenges – Communication	1000 characters
Section 4	Key Relationships – Who (each)	200 characters
	Key Relationships – Why (each)	500 characters
Section 7	Essential Requirements	3500 characters
Section 8	Selection Criteria (each)	1000 characters
Section 9	Other Requirements	3800 characters
Section 10	Disqualification Questions	200 characters