

Position Description

Position Title:	Director Health Safety & Wellbeing
Reports to:	Chief People Officer
Department:	Health Safety & Wellbeing
Directorate:	People, Development & Safety
Cost centre:	R2052
Code & classification:	Administrative Officer Grade 8 (HS8)
Employment conditions:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 – 2025 and its successors, and GV Health Policies and Procedures (and as varied from time to time)

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

The Director Health, Safety and Wellbeing has strategic and operational management responsibility for delivering health, safety and wellbeing services and support to GV Health and its associates, including the Hume Rural Health Alliance. The position is responsible for developing, implementing and evaluating systems, programs and initiatives to maintain a safe working environment for all employees, consumers, volunteers and visitors. The portfolio includes workers compensation, return to work, emergency management and business continuity planning too. The People, Development & Safety team consists of Health, Safety & Wellbeing, Employment Services, Employee Relations, Organisational Development and Talent Acquisition. This position is part of the People, Development & Safety leadership group and is expected to support the broader directorate's service delivery and team. The primary objective of the position is to promote a best practice approach to occupational health and safety, workers compensation and emergency management, to support the organisation in reducing the incidence of workplace accidents and injuries. Other responsibilities include special projects that impact on workforce, such as employee wellbeing initiatives. The position holder is responsible for preparing and presenting papers and reports for the Executive and Board.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to:

- Oversee and direct the delivery of the Health, Safety & Wellbeing function. Service provision must reflect the organisations strategic plan and direction, ensuring compliance with occupational health and safety policies, relevant Acts, Regulations and industry codes.
- Promote a safety culture in a positive manner and gain acceptance by staff about the need to incorporate occupational health and safety principles as an integral part of their work performance.

- Oversee and direct workers compensation management, return to work for compensable injuries and the GV Health premium
- Ensure emergency management plans are in place for each site and maintained
- Ensure business continuity plans are in place for each site and maintained
- Ensure workers compensation is managed in accordance with requirements under the Workplace Injury Rehabilitation and Compensation Act 2013
- Coordinate occupational health and safety committees, designated workgroups and Health and Safety Representatives.
- Develop and deliver training associated with Occupational Health and Safety as well as Emergency Management related matters.
- Provide expert advice on the interpretation and application of legislation, regulations and standards pertaining to occupational health and safety.
- Manage the delivery of education, advice and coaching to build line manager capability to proactively address workplace health and safety issues, with a strong focus on early intervention.
- Monitor the effectiveness of occupational health and safety systems and implement strategies to continuously improve the quality and responsiveness of services and support provided, to maintain a safe work environment and reduce the incidence of injury
- Monitor changes in legislation, regulations and standards and devise policies, processes and programs to maintain organisational compliance and ensure responsiveness to emerging issues and trends
- In consultation with the Chief People Officer represent and advocate on behalf of GV Health in all dealings with WorkSafe Victoria and relevant external forums
- Prepare accurate reports on workplace health, safety and wellbeing data, identify trends and insights and devise strategies to improve organisational and team performance against KPIs
- Provide monthly reports to the Chief People Officer against key performance indicators for financial, human resources, quality and risk objectives
- Lead governance enhancements and special projects across the health service in relation to safety, employee wellbeing and new legislation requirements such as the Psychological Health Regulations.
- Contribute to the development and implementation of governance projects, quality committees, strategic planning and capital committees and activities, as required
- Ensure that all files, records and registers are maintained in accordance with prescribed legislation, standards and guidelines and conduct audits periodically to ensure compliance
- Develop effective relationships with internal and external stakeholders to promote best practice occupational health and safety, early intervention and injury management across the organisation
- Where required and directed to do so, perform the role of Incident Controller for all non-clinical codes (except Code Brown) reporting during business hours at the Shepparton Campus
- Establish and monitor systems and processes to ensure GV Health take all practicable steps to identify, assess, control and review any known or potential risks to workers, contractors and visitors within GV Health, including undertaking investigations of perceived or real risks.
- Lead the development and implementation of the Annual Operation Plan and Annual Quality Plans to ensure risks are managed improvement objectives are met
- Lead the financial functions of the department including the development, monitoring and reporting on the annual budget.
- Lead the development and provision of the monthly report to the relevant Divisional Director/Executive Director against key performance indicators for financial, human resources, quality and risk objectives
- Lead/develop and implement governance projects/quality committees and activities as required
- Provide a high quality service to internal customers and consumers that reflects best practice and adds value to GV Health

- Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas

POSITIONS REPORTING TO THIS ROLE

- Health Safety & Wellbeing Consultants
- Health Safety & Wellbeing Officers
- Clinical Manual Handling Coordinator

KEY SELECTION CRITERIA

Formal Qualification(s) and Required Registration(s):

- Relevant tertiary qualifications in OHS, Human Resources management (or a related discipline)

Essential:

- Demonstrated experience leading and managing a team to deliver responsive health, safety and wellbeing services and support
- Advanced knowledge of best practice occupational health and safety management and proven ability to lead improvements in systems, policies and processes
- Proven ability to competently interpret and apply OHS legislation, regulations and standards in a complex workplace setting
- Highly developed conceptual, analytical and problem-solving skills, with strong attention to detail
- Excellent communication and interpersonal skills, with a proven ability to alter style and approach to engage effectively with a broad range of stakeholders
- Outstanding relationship building, coaching and influencing skills to gain the confidence and cooperation of others and influence a positive safety culture
- Strong conflict resolution skills and a proven ability to remain calm under pressure
- Demonstrated ability to work collaboratively with stakeholders and as part of a team
- Proven ability to plan and prioritise work effectively in a dynamic work environment
- Sound judgement and maturity to handle sensitive and complex matters competently

Desirable:

- Postgraduate qualifications in OHS (or a related field of study)
- Membership of relevant professional organisations
- Experience working in the public health sector, or a related industry

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Rostering which is completed in accordance with the relevant Enterprise Agreement requirements
- Budget management and the department is within budget, performance and development reviews are completed on time, training and core competency requirements are met as per the GV Health Education Framework and leave balances are managed in accordance with the policy and procedure to minimise liability
- Promoting and enabling of effective teamwork and service provision both within the department and/or organisation and with other service providers;
- Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;

- A positive staff safety culture is maintained
 - The health services' OHS system meets service and legislative requirements, including but not limited to compliance reporting
 - The health services' workers compensation obligations are met
 - Accurate and timely advice is consistently achieved, in an end-user centric manner
 - HS&W processes are reflective of best practice
 - The department is within budget, performance and development reviews are completed on time, training and core competency requirements are met as per the GV Health Education Framework and leave balances are managed in accordance with the policy and procedure to minimise liability
 - Quality, safety and risk plans and activities are implemented in accordance with the relevant frameworks and procedures
 - 80% attendance and active participation at committees, working groups and meetings
 - Active participation in the Performance and Development review process
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ALL GV HEALTH ALL STAFF ARE REQUIRED TO

- Demonstrate GV Health's CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
 - Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
 - Develop and maintain collaborative relationships with all other teams and professionals;
 - Promote and enable efficient teamwork and service provision both within the department and/or organisation and with other service providers;
 - Contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
 - Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
 - Contribute to organisational quality and safety initiatives;
 - Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
 - Complete and maintain all mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
 - Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
 - Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
 - Comply with the principles of patient and family centred care;
 - Not smoke or vape on GV Health premises;
 - Comply with immunisation requirements as per the Victorian Department of Health Victoria;
 - Comply with all applicable position pre-employment checks that are relevant to the role, which may include but is not limited to; police checks, Working with Children's Check (WWCC), National Disability Insurance Scheme (NDIS) and Aged Care screening requirements;
 - In this role you may occasionally interact with distressed, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. All staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment.
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ACCEPTANCE

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

People Development & Safety	Director Health Safety & Wellbeing
Reviewed by:	Karen Linford
Issue Date:	September 2025

ABOUT US

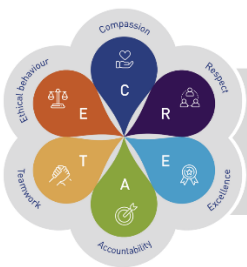
Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



COMPASSION
RESPECT

EXCELLENCE
ACCOUNTABILITY

TEAMWORK
ETHICAL BEHAVIOUR

GV Health Vision and Values: [Values and Vision - GV Health](#)

OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)