

Position Description

Position Title:	Health, Safety & Wellbeing Officer
Reports to:	Director – Health, Safety & Wellbeing
Department:	Health, Safety & Wellbeing
Directorate:	People, Development & Safety
Cost centre:	R2052
Code & classification:	Administrative Officer Grade 2 (HS2; HS18-HS20)
Employment conditions:	I Health and Allied Services and Managers & Administrative Officers (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 Health Safety & Wellbeing Officer reports directly to the Director - Health Safety & Wellbeing within the People, Development & Safety (PD&S) directorate. The PD&S team provides a range of strategic and operational human resources services and support to GV Health and its associates. The PD&S team consists of Health, Safety & Wellbeing, Employment Services, Employee Relations, Organisational Development and Talent Acquisition. The Health Safety & Wellbeing team is responsible for initiatives, programs and relevant committees to maintain a safe working environment for all employees, patients/clients, volunteers and visitors.

The Health Safety & Wellbeing Officer is responsible for handling first line OHS queries, maintaining records and providing a wide range of workforce reports, coordinating training bookings and system administration (VHIMS, Elumina, HEART, local files including workers compensation claims). The role holder is responsible for gathering data to support business as usual activity, special projects, Executive and Board reporting, under the direction of the Director - Health Safety & Wellbeing.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to

Data and reporting

- Support the data collection and report generation for the Workforce Dashboard report on a monthly basis.
- Assist in the generation and provision of reports on OHS and WorkCover related metrics to Committees Executive Meetings and other relevant parties as required, on a regular basis.

- Assist in the management of staff related incidents within VHIMS, including data cleansing, assignment of incident investigations, assistance with minor (ISR3 & 4) incident investigations and closure of incidents
- Record and review employee Work from Home Assessment forms in Elumina and maintain an up to date schedule of annual WFH assessments forms for approved applicants
- Generate ad-hoc metrics, or reports for special projects/initiatives as required.
- Work with the Director - HS&W, to ensure regular reports are provided on time and continually refined to ensure HSRs, managers and senior leaders are provided with up to date and relevant information in a user-friendly format
- Assist in the process of procedure and task management etc. by maintaining relevant spreadsheets or other to ensure relevant documents, tasks etc are actioned or addressed by relevant staff (internal HS&W staff and external GVH teams i.e Action Lists from HSW Dept committees etc).

Team support (Health, Safety & Wellbeing)

- Handle first line queries and support employees and managers to access relevant information available on the intranet, Prompt etc.
- Assist with coordinating relevant training programs including the production of training materials, catering bookings, and recording attendance data on the GV Health Learning Management System.
- Photocopying and filing and general administrative support of documents as required along with preparation of presentations, completing projects and reports and maintaining databases of information.
- Support relevant HS&W related committees by preparing documentation, minute taking, reporting and policies/procedures/guidelines when required.
- Participate in the development, implementation and maintenance of intranet pages.
- Gather, correlate and interpret workforce and safety data and produce reports as part of a small professional team.
- Ensure that files, records and registers are maintained in accordance with prescribed legislation, standards and guidelines, and conduct necessary audits for compliance.
- Liaise with and support health and safety representatives (HSRs) in the performance of their responsibilities.
- Support the Health, Safety & Wellbeing Consultants with administration related activities, and workers compensation related administration

General

- 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

KEY SELECTION CRITERIA

Essential:

- Conceptual, analytical and problem-solving skills, with strong attention to detail
- Proven ability to plan and prioritise work effectively in a dynamic team environment
- Self-motivation and drive with an adaptable and flexible attitude to respond to shifting priorities and demands
- Ability to work independently, proactively and demonstrate initiative and flexibility in the provision of user-friendly reports that meet service requirements, data analysis and metrics.

- A high level of IT literacy (including Advanced Excel) and working knowledge of HR information systems and learning management systems
- Experience with and generating report
- Well-developed communication skills, along with strong customer service orientation

Desirable:

- Relevant qualification in Business Administration.

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- Promoting and enabling of efficient 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;
- Provision of metrics and reporting to Committees in a timely and accurate manner
- Maintenance of OHS databases and records in required systems, e.g. Elumina, VHIMS, HEART
- Continuous improvement of systems and processes to increase efficiency
- Maintenance of professional working relationships with all internal and external stakeholders
- Attendance and active participation at meetings as required
- 100% compliance with training requirements as outlined in the GV Health Education Framework
- Active participation in the Performance and Development review process

AT GV HEALTH ALL STAFF ARE REQUIRED TO

- Demonstration of GV Health values and behaviours, being a role model for living the values, 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;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- This role may from time to time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health 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;
- Maintain a safe working environment for yourself, your colleagues and members of the public;
- 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 the 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;
- Seek internal customer or consumer feedback and respond accordingly to identify areas of needs;
- Comply with requirement of 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 Department of Health Victoria;
- Comply with all applicable to position pre-employment checks, which may include but is not limited to; police checks, working with children's check (WWCC), National Disability Insurance Scheme (NDIS), Aged Care screening requirements.

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 The 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:

Sarah Forte

Issue Date:

March 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:



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](#)