



Position Description

Workplace OHS Training Coordinator

Classification band:	Band 6
Position number:	33672
Business unit:	Health & Safety
Division:	Operational Systems Policy & Compliance
Employment type:	Full time fixed term position
Position reports to:	Manager Operational Systems Policy & Compliance
Direct reports:	Nil
Work location:	Headquarters This role is based at WorkSafe headquarters, located at 1 Malop St, Geelong

At **WorkSafe** we're dedicated to supporting all Victorians to be healthy and safe at work and to recover from any workplace injury or illness as quickly as possible. Our Passion for safety and wellbeing is what unites us.

Our organisation is focussed on the delivery of our **Strategy**, as we build the WorkSafe of the future we're committed to delivering value to our people and to Victorian employers, workers and the wider community through continuing to focus on our **Customers** and putting **Prevention First**.

Agile and curious, our people come from a wide range of professions and with no two days being the same, diverse thinking comes naturally to us. We work closely with employers, workers and the community to prevent workplace injury and illness and to improve outcomes and the client experience. **We make WorkSafe.**

Our Values



The work we do is important because we impact upon many people's lives, every day. We have responsibility to ensure that our values guide us in everything we do.

Purpose

The Workplace OHS Training Coordinator will coordinate and administer the workplace Health and Safety Representative (HSR) OHS Training including manager and supervisor levels for small-to medium-enterprises (SME) in conjunction with stakeholders including training providers and the HSR Training Stakeholder Working Group. This role also provides oversight of related training product development and review and including continuous improvement and governance processes.

Key accountabilities

- ❖ Advise and analyse training material and assessment from providers for approval. This will also include support to HSR; manager and supervisor to be able to deliver training for small to medium enterprises (SMEs).
- ❖ Make recommendations on course and provider approvals including all required documentation for final approval by Executive Director HSBU.
- ❖ Develop policies and procedures including training support tools and materials for effective workplace training for HSRs; managers and supervisors.
- ❖ Provide guidance to stakeholders on training requirements to ensure it is delivered in line with the Occupational Health & Safety (OHS) Act 2004.
- ❖ Liaise proactively with stakeholders to gain and share insights into the continuous improvement of workplace OHS training for HSRs, Managers and Supervisors of SMEs and change initiatives including arranging forums, meetings and events to develop stakeholder capacity and exchange.
- ❖ Ensure all training activities and trainer performances are compliant with current standards.
- ❖ Develop and support a continuous improvement schedule including a regular review and evaluation process for workplace OHS training programs for HSRs and managers and supervisors of SMEs.
- ❖ Support stakeholders by providing training expertise and tailoring support in line with current industry practices.
- ❖ Develop systems and improve processes and procedures to ensure a high-quality service to stakeholders.
- ❖ Undertake investigation, analysis, monitoring and evaluation and reporting to inform and review initiatives in relation to workplace OHS training.
- ❖ Review and develop assessment tools for units of competency including maintaining document integrity and accessibility of all relevant records including course and provider approvals for workplace OHS training for HSRs, managers and supervisors of SMEs.
- ❖ Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.
- ❖ Adhere to all WorkSafe policies and procedures and any legislative requirements relevant to this position
- ❖ Any other reasonable and related duties as required to meet the ongoing needs of WorkSafe

Key relationships

- ❖ HSR Training Stakeholder Working Group
- ❖ Training Providers
- ❖ Operational Systems, Policy & Compliance Branch Team
- ❖ General Counsel, Corporate Legal Services
- ❖ Worksafe HSR Group and other internal working groups as required
- ❖ Legislative, Policy & Information Services
- ❖ WorkSafe Health and Safety Representatives

Requirements of the position

Skills and experience

- ❖ Knowledge and experience in the HSR operational and training environment including legislative requirements- Band 6
- ❖ A high level of interpersonal and communication skills (including written communication skills), with the ability to communicate effectively and influence training providers, internal and external stakeholders
- ❖ Demonstrated ability to plan and organise work
- ❖ Well-developed problem solving skills
- ❖ Capacity to determine a systematic approach and design for new or changed procedure, process or policy, scheduling and records management and the capacity to make recommendations accordingly
- ❖ Ability to work effectively in a small team in a complex and changing environment
- ❖ Experience in organising and managing forums and small events

Qualifications

- ❖ Hold a Certificate IV in Workplace Training and Assessment or equivalent qualification or working towards this qualification or equivalent.

Capability Criteria

Stakeholder Engagement – Communicate and engage effectively with all stakeholders and develop strong relationships

Client Centricity – Hold the client at the core of all activities and decisions to deliver quality services, experiences and outcomes

Emotional Awareness – Demonstrate empathy and integrity towards others and make effective judgements in complex situations

Adapting to Change – Identify and understand the value of change. Demonstrate resilience and a positive and proactive attitude towards change

Problem Solving - Apply critical thinking to solve problems, explain root causes and evaluate solutions

Innovative Thinking - Encourage creativity in others, continuously learn and share new ideas and promote innovation techniques in order to maximise the value of new opportunities.

Regulatory - Understand the regulatory operating environment and align this knowledge to decision making.

Influencing Others - Understand and influence compliance with relevant laws, policies and regulations.

Innovation Approaches - Managing uncertainty, ambiguity and complexity through imagining what could be and running experiments to validate these ideas.