

POSITION DESCRIPTION

OHS Manager

Supporting Everyone to be healthy and live well

PURPOSE OF THE ROLE

The OHS Manager is responsible to provide leadership to improve and support a strong safety culture across the health service. This role will work alongside managers to develop skills and understanding on proactive safety measures and improve our safe systems of work in line with best practice and legislative requirements

Position Details	
Position Title:	OHS Manager
Department	People, Culture and Safety
Reports to:	Executive Director People, Culture and Safety
Positions Reporting to this role:	1
FTE:	1.0
Budget:	Nil
Enterprise Agreement:	Health and Allied, Managers and Admin Workers
Position Classification:	HS6
Position Description last reviewed:	April 2025

Key Accountabilities
Ensure all employees are aware of their obligations in relation to OH&S related legislation and regulations and monitor and report compliance;
OHS Training: <ul style="list-style-type: none">• Ensure the organisation is meeting their OHS compliance obligations in relation to training and has a system to monitor and record this• Provide onsite OHS training in either formal or informal ways
Review and develop OH&S policies and procedures to ensure ERH meets all relevant legislation and standards;
Support management in investigating OHS incidents and lead ICAM investigations for serious incidents and near misses
Provide OHS performance data to assist in monitoring and managing trend information
Support the preparation and conduct of all OHS audits
Provide leadership, guidance and development to the HSR Committee
Provide advice, recommendations and leadership to the Executive team on new or topical OHS changes
Support the Emergency Management Coordinator to review emergency management policies and related documents ensuring they are fit for purpose, current and staff have the appropriate knowledge and training
Provide support to the Return to Work Coordinator to assist in suitable duties identification and injury management requirements
Assist in implementing a broad range of safety focused frameworks and action plans. Including OHS Strategy, Occupational Violence and Aggression and Psychological Safety

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Organisational Responsibilities

- Positively promote ERH within and externally to the organisation
- Comply with the ERH and Victorian Public Sector Code (VPS) of Conduct
- Each employee has a responsibility to comply and promote practices with all ERH policies and procedures and familiarise themselves with those relevant to their position
- Comply with relevant registration bodies mandatory continuing professional development requirements
- Carry out all work and interactions in alignment with the CARE values
- Report all incidents and near misses as soon as possible after the event
- Participate in risk management activities and assist with identification and control of risks within their department or area of work
- Actively support compliance with the National Safety & Quality Health Service Standards and other professional standards and relevant regulatory requirements

CARE Values

All staff are expected to behave in a way that is in alignment with our corporate values:

Collaboration



Works with a team focus
Cooperates with others and gains input and support to assist in achieving objectives
We work with others to achieve shared goals

Accountability



Monitors the impact of one's own behaviour on others
Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them

Respect



Treats people fairly and openly
Treats people with dignity
Demonstrates personal standards of consistency, tolerance and patience

Excellence



Consistently supports and follows organisational policies and procedures
Actively participates in identifying opportunities to improve what we do

Key Relationships

Internal

Executive and management team

Human Resources team

All ERH workers

Engineering team

External

WorkSafe

Department of Health

VHIS and VMIA representatives

Contractors

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Selection Criteria
Essential:
Qualifications: <ul style="list-style-type: none">• Formal qualification in OHS (minimum Cert IV).
Demonstrated experience in assessing and mitigating OHS risks in the workplace through the use of risk assessments
Demonstrated ability to design and delivery relevant education/training to staff
Competent verbal and written communication skills including the ability to influence and negotiate outcomes
Previous experience in conducting OHS investigations
Demonstrated experience in leading change and working towards improving a safety culture
Demonstrated experience in providing management and leadership to OHS activities
Satisfactory evidence of; National police check, Working with Children's and Vaccination status in line with policy and procedure at this time.
Desirable:
Previous experience in developing and implementing Psychological Safety Plans/Strategies
ICAM Investigation training
RTW coordinator training and experience in injury management processes





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Leadership Capabilities

The table below indicates the leadership capability levels required. This table will need to be read in conjunction with the ERH Leadership Capability Framework.

✓ **PLEASE USE A TICK ICON TO INDICATE REQUIRED LEVEL**

Category	Descriptors	Foundation	Proficient	Advanced	Highly Advanced
Collaboration 	Inspires direction & purpose			✓	
	Turns challenges into opportunities		✓		
	Communicates effectively			✓	
	Builds relationships				✓
	Works collaboratively			✓	
Accountability 	Acts with integrity			✓	
	Demonstrates accountability			✓	
	Drives accountability			✓	
	Manages self			✓	
	Promotes innovation				✓
Respect 	Accessible communicator			✓	
	Values difference				✓
	Consistently articulates direction			✓	
	Empowers others				✓
	Respectfully influences			✓	
Excellence 	Delivers results			✓	
	Plans and prioritises				✓
	Thinks and solves problems			✓	
	Consumer focus			✓	
	Innovation change leader		✓		

TERMS & CONDITIONS OF EMPLOYMENT:

Terms and conditions are in accordance with the Letter of Offer and Contract of Employment.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signed: _____ Date: / /

Print Name: _____

cc: Employee File