

JOB PROFILE

Occupational Health & Safety Officer



The Assembly's objective is to promote the self-determination and empowerment of Traditional Owners and Aboriginal Victorians in the Treaty process, including by:

- Acting as the First Peoples' Representative Body to negotiate and agree Statewide Treaty and Interim Agreements,
- Acting as the Aboriginal Representative Body to support Treaty negotiations (including administering the Self-Determination Fund),
- Enabling Traditional Owners and Aboriginal Victorians to exercise sovereignty, the right to self-determination and other rights; including those contained in the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP).

Location:	48 Cambridge Street, Collingwood VIC 3066
Reports to:	Quality & Risk Specialist and General Counsel
Function:	The role is responsible for implementing and maintaining occupational health and safety programs to ensure compliance with relevant legislation and regulations. They play a crucial role in promoting a safe and healthy work environment for employees.
Team:	Legal & Risk
Team Function:	Provides legal advice and support to the Assembly on a range of matters including Assembly business, governance, policy issues, and Treaty negotiations (working with the Special Counsel – Treaty).
Classification:	FPAV 4.1
Salary Range:	From \$91,418 (FTE) per annum plus superannuation and salary packaging
Employment Type:	Part-time: 3 days per week (0.6 FTE)
Further information:	people@firstpeoplesvic.org



OPERATIONAL RESPONSIBILITIES

Description

- Support the development and implementation of occupational health and safety policies, procedures, and guidelines, ensuring alignment with legislative requirements and overseeing compliance with relevant regulations and codes of practice.
- Conduct risk assessments, workplace inspections, and investigations into incidents, accidents, or near misses. Provide recommendations for corrective and preventative measures based on findings.
- Serve as the go-to person for all occupational health and safety including cultural safety matters, acting as the OHS champion. Deliver training programs on OHS topics to employees, managers, and stakeholders, fostering awareness and adherence to safety protocols and procedures.

Key Performance Indicators

1. Maintain a high level of adherence to established occupational health and safety policies, procedures, and guidelines
2. Ensure strict compliance with all relevant legislative requirements, regulations, and codes of practice.
1. Complete quarterly risk assessments and workplace inspections, identifying and mitigating potential hazard.
2. Investigate all work place incidents within 48 hours, providing detailed reports and implementing corrective actions.
1. Deliver OHS training programs to all employees annually, ensuring a 100% attendance/completion rate and achieving increase in overall safety awareness.
2. Ensure cultural safety is upheld, fostering an inclusive and respectful environment.

INFLUENCE & ACTION

- Navigate complex relationships, community politics and manage competing priorities to achieve objectives and strategic outcomes.
 - Collect and share ideas and information through collaboration with the Council, Members, and staff who play a critical role in furthering the Assembly's objectives.
 - Promote and support the achievement of core values and build upon the reputation of the Assembly.
1. Skilfully manages relationships, community politics and priorities to ensure set objectives and outcomes are achieved.
 2. Effectively generates ideas, shares information, and collaborates with the Assembly's stakeholders for the betterment of the Treaty process.
 3. Plays a valuable role in promoting the Assembly's values and building upon its reputation.

POSITION REQUIREMENTS

Skills, Competencies & Knowledge

- Demonstrated knowledge of Aboriginal Communities and organisations within Victoria.
- Strong knowledge of occupational health and safety policies, regulations, and legislative requirements.
- Excellent communication and training delivery skills to raise awareness and foster adherence to safety protocols.
- Detail-oriented with the capacity to provide comprehensive reports and recommendations.

Experience & Qualifications

- Demonstrated skill and capacity to work effectively and with integrity in the context of a Victorian First Peoples' Representative Body.
- Demonstrated track record of successful policy development and implementation, risk assessments, workplace inspections, and incident investigations.
- Minimum of 2 years of experience in a similar occupational health and safety role.

Personal Attributes

- Passionate about being part of a reform to benefit First Nations people in Victoria.
- Able to maintain professionalism at all times to achieve strategic objectives & outcomes.
- Able to perform under pressure and continue to adhere to company policies/values.
- Able to show empathy and respect towards colleagues and Assembly stakeholder.

Behavioural Responsibilities

1. Assembly Ethical Values & Compliance with Policies – Upholds the standards of Respect, Accountability, Honesty, Equality, Legal Compliance, and Conflict of Interest, as found in the Assembly's Standards of Conduct Policy, and adheres to all other Assembly Policies.
 2. Team Focus – Recognises and respects the strengths of others within the team, listens and responds to feedback from managers and colleagues, and understands personal impact upon team goals.
 3. Personal & Professional Development – Actively seeks opportunities for personal and professional growth through ongoing learning and development initiatives.
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