

LAUNCESTON CHRISTIAN SCHOOL

POSITION DESCRIPTION



POSITION TITLE:	Work Health & Safety (WHS) Manager
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APPOINTED BY:	Board of Directors/Principal
RESPONSIBLE TO:	Head of Operations
AWARD:	Launceston Christian School Support Staff Enterprise Agreement
CLASSIFICATION/ WAGE GROUP:	Coordinator II Wage Level 7.1 - \$42 per hour
HOURS:	Part-time – 0.8FTE Days/Hours negotiable

POSITION SUMMARY:

The WHS Manager is responsible for the implementation and maintenance of all workplace health and safety (WHS), risk management & compliance policies and procedures within Launceston Christian School.

Providing essential specialised support to the Leadership Team, the WHS Manager will ensure that all aspects of regulatory compliance required of independent schools are being observed and communicated effectively throughout the School community. All responsibilities must be undertaken in a manner that enhances and protects the school from legal, reputational, financial and operational risk.

KEY RESPONSIBILITIES:

Workplace Health & Safety (WHS)

- Support the Head of Operations by leading health and safety initiatives and the ongoing development of a strong school-wide safety culture.
- Review, update and implement the annual WHS Safety Management Plan to support the objectives of the LCS Strategic Plan.
- Continually strive to improve internal protocols, procedures and systems of work to enhance WHS performance.
- Assess, review and monitor high-risk activities including school camps and excursions, to ensure appropriate risk assessment and management is undertaken.
- Coordinate school hazard, injury and incident registers; lead investigations into incidents, near misses and hazardous occurrences; identify root causes; monitor corrective actions and report findings to Leadership.

	• Coordinate the development, review, testing and continuous improvement of emergency management, evacuation and lockdown procedures. • Work with Heads of School to assess Supervision Duty areas and development of the Duty Roster each year • Provide accurate and timely WHS related reporting to Leadership Team and School Board. • Identify organisational training requirements and coordinate and ensure the delivery of required training. • Act as chairperson of the school's WHS Committee: ensure regular meetings and dissemination of information • Coordinate internal WHS audits and inspections and contribute to external compliance reviews as required.
Risk & Compliance Management:	• Monitor changes to WHS legislation, regulations and relevant codes of practice and ensure school policies and procedures remain compliant. • Provide WHS expertise in relation to the School's risk register. • Provide specialist support to the Leadership Team to minimise the School's exposure to WHS, public liability and operational risks • Manage a process for ensuring that all WHS policies are reviewed on a timely basis and that any changes are recorded and put into practice • Identify potential areas of risk and compliance vulnerability and liaise with Head of Operations regarding corrective action plans for resolution of problematic issues • Provide training & advice to staff and Heads of School on the completion of Risk Assessments for high-risk activities on the School's property and off-campus excursions • Be the in-house expert and principal administrator of the School's online risk management and compliance programs • Work closely with Facilities Manager to maintain contractor induction, verification and compliance processes, including management of licences, insurances, SWMS and other required documentation.
OTHER RESPONSIBILITIES:	
• Other reasonable duties as required by the Head of Operations or Principal; • Bringing a Christian perspective to bear in all aspects of work; • Adhering to Launceston Christian School's Staff Code of Conduct; • Attendance at support staff meetings and devotions when required; • Undertaking relevant training and development as and when required.	

WORKPLACE HEALTH & SAFETY:

As a 'Worker' under the Work Health & Safety Act 2012 (Tasmania):

- Adhere to all 'reasonable care' requirements of a Worker under Section 28 of the Act (summarised as follows):
 - (a) Take reasonable care for his/her own health and safety
 - (b) Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
 - (c) Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the Board/Leadership to allow the person to comply with this Act
 - (d) Co-operate with any reasonable policy or procedure of the School relating to health and safety
- Report any potential hazards or perceived risks promptly using the School's online forms
- Report any incidents involving injury to themselves or others as soon as possible
- Report any incidents involving damage to buildings, plant or equipment as soon as possible

CONDITIONS OF EMPLOYMENT & SELECTION CRITERIA

- Conditions of Employment are outlined in the LCS Support Staff Enterprise Agreement 2021 and the National Employment Standards
- Employees must be committed and active in their relationship with Jesus Christ, evidenced by regular attendance and engagement with a local church community. The expression of that faith will be consistent with LCS's Statement of Faith
- All staff are expected to comply with all school policies and adhere to the LCS Staff Code of Conduct
- Ability and knowledge to meet the Key Responsibilities as set out for this role
- Relevant qualifications in WHS, Risk Management, Compliance, Business Management or a related field would be desirable and/or relevant experience working in an educational setting
- Excellent communication and interpersonal skills
- High attention to detail with ability to see a project through to completion
- Ability to process sensitive information with integrity and maintain confidentiality
- Ability to manage competing demands and achieve desired outcomes through excellent organisational skills
- Proficient in Microsoft Word, Excel and Powerpoint with the ability to learn and develop school specific software and databases
- Hold and maintain a current Working with Vulnerable People (Employment) Card
- Annual completion of relevant Child Safety and Duty of Care online compliance modules
- Ability to obtain and successfully complete First Aid training (HLTAID011)

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Our organisation takes safeguarding children and young people seriously, and as an employee of Launceston Christian School, you are required to meet the behaviour standards outlined in our Staff Code of Conduct. You will receive a copy of the Code of Conduct as part of your onboarding.

In our delivery of services to children and young people, Launceston Christian School requires the highest level of ethical and moral practice. As part of your safeguarding duties, you are required to:

- provide a welcoming and safe environment for children and young people
- promote the safety and wellbeing of children and young people to whom we provide services
- provide adequate care and supervision of children and young people in your charge
- act as a positive role model for children and young people
- report **any** suspicions, concerns, allegations or disclosures of alleged abuse, to management
- report any breaches of policy by staff, however minor, to Launceston Christian School management
- maintain valid Working with Vulnerable People (Employee) documentation
- report to management any criminal charges or convictions you receive during the course of your employment that may indicate a possible risk to children and young people
- ensure all Launceston Christian School policy compliance is met in a timely manner