

## Position Description

<b>Position title</b>	Workplace Health and Safety Partner (Manual Handling)
<b>Department / Division</b>	Workplace Health, Safety, and Wellbeing
<b>Classification</b>	Grade 8 Year 1 to Grade 8 Year 5 AO81 to AO85
<b>Position reports to</b>	Shane Hendricks, Director, Workplace Health, Safety, and Wellbeing
<b>No. of direct &amp; indirect reports</b>	Nil direct. 1 indirect
<b>Location</b>	The Royal Children's Hospital, Flemington Road, Parkville
<b>Risk category</b>	Category C - works in a non-clinical setting, non-patient facing setting and only attends clinical areas infrequently

<b>The Royal Children's Hospital</b>
<p>The Royal Children's Hospital's (RCH) vision is <i>A world where all kids thrive</i>.</p> <p>RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.</p> <p>RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.</p> <p>We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards <a href="https://www.rch.org.au/quality/child-safety/">https://www.rch.org.au/quality/child-safety/</a>.</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.</p> <p>Further information on RCH is available at <a href="http://www.rch.org.au">www.rch.org.au</a></p>

<b>ROLE PURPOSE</b>
Supporting a multi-disciplinary teams at the Royal Children's Hospital (RCH) this workplace health and safety partner generalist role provides high level support to managers and staff through the provision of multi-faceted health and safety services, advice and professional expertise contributing to the function through achievement of professional craft group objectives in line with WHS obligations, contributing to projects as defined within the People & Culture

strategy and broader hospital priorities. Working collaboratively with HR Partners to establish a strong team culture of preventative and responsive service delivery, you will be an exemplar practitioner for employee safety. In maintaining exceptional relationships with all stakeholders, you will seek feedback from them and strategies to develop and implement innovations and improvements to our policies and procedures.

## KEY ACCOUNTABILITIES

### Coach

- Coach and mentor managers in enhancing their workplace health and safety and people skills, with the objective of building managerial capability.
- Actively promote the RCH Safety, Manual Handling and Early Intervention programs and providing education and training to a diverse group of stakeholders.

### Support

- Support our line managers in looking after their staff.
- Provide support to line managers in planning and implementing change.
- Reviewing change impact statements, supporting initiatives to improve attendance, or navigating through various arrangements for staff who are unable to fulfil the inherent requirements of their role.

### Case Management

- Provide high level support and guidance to managers in the planning and implementation of department risk registers, risk assessments, WHS plans, inspections, investigations, internal audits, new products, and ergonomic assessments, ensuring they are in line with WHS change principles, frameworks and contemporary research.
- Coordinate and assist with the development of the RCH Smart Move Smart Lift (SMSL)/Manual Handling program, provision of advice, training and assistance on all patient/materials handling and safety matters.
- Investigation of serious manual handling injuries or incidents.
- Develop and implement tools, procedures and practices that support the provision of Manual Handling service excellence and the education and training of RCH staff to achieve effective outcomes and positive experiences.
- Oversee systems and procedures to ensure that manual handling hazards are detected, eliminated or controlled to practicable levels of acceptable risk.

### Stakeholder Relations

- Maintain effective relationships with internal and external stakeholders to ensure quality outcomes – Heads of Department, Human Resources, Executive Directors, Health & Safety Representatives, injured employees, External Providers, WorkSafe, Panel Solicitors, and others.

### Innovate

- Continuous improvement to continue our performance in the industry is critical to our ongoing success.

- Develop and implement change and improvements to not only in relation to our injury management programs, but initiatives which target prevention.

### **Strategy**

- Seek feedback from client groups to identify areas for improvement and provide strategic direction in relation to these changes which need to be implemented.
- Lead projects related to your portfolio, including Occupational Violence and Aggression, under the direction of the Director, Workplace Health and Safety.

### **Advice**

- Provide high level advice, guidance and support to management, RCH Executive and Board on all facets of WHS, Injury Management, Prevention, WorkCover and other related matters.
- This will require excellent written skills with the ability to prepare reports on performance, cost benefit analysis and other similar reports.

### **Develop**

- Review, revise and draft policies and procedures which support RCH meet its obligations.

### **Communication**

- In addition to these materials, you will be responsible for drafting internal correspondence, providing updates to head of department on any salient changes, updating information on the intranet as well as external communication to parties such as WorkSafe.

### **Leadership**

- Provide leadership, coaching, development and direction to the WorkCover Coordinator and the Health and Wellbeing Coordinator or others as required.

### **Technical Expertise**

- Have a sound knowledge of all relevant statutory provisions including those contained in the *Workplace Injury Rehabilitation and Compensation Act 2013* (Vic), *Occupational Health and Safety Act 2004* (Vic), *Fair Work Act 2009* (Cth), *Equal Opportunity Act 2010* (Vic), Return to Work Compliance Codes and applicable provisions within respective Enterprise Bargaining Agreements.
- Apply these legislative provisions when managing situations, contesting liability for contentious claims, providing information to Panel Solicitors, representing RCH at Conciliation or Court in contested matters.

### **Culture**

- Model and embed a safety culture within the broader People and Culture team through commitment to the physical and psychological wellbeing of respective staff, advocating for the promotion of health, safety and wellbeing activities.

### **Financial acumen**

- Contribute to key financials, including insurance premium and the Workplace Health and Safety Budget.

- Appreciate how claims costs are calculated and how they impact premium and devise strategies to ensure that these costs are managed appropriately.
- Support the Director of Workplace Health and Safety with management of the cost centre and associated Health and Wellbeing Budget, identifying other sources of income such as through grants.

#### QUALIFICATIONS AND EXPERIENCE

##### Essential:

- Relevant tertiary qualifications in injury management, allied health or another related field.
- Extensive experience in initiating, negotiating and developing and delivery of internally managed Return to Work programs.
- Extensive experience in managing complex workers compensation claims.
- Strong attention to detail, ability to work to tight deadlines in a dynamic fast moving environment.
- Ability to develop and effectively implement process improvement and change. You will need to be a strategic thinker.
- Excellent oral and written communication and presentation skills.

##### Desirable:

- Experience in health care or related setting.

#### KEY SELECTION CRITERIA

- Demonstrated experience in the provision of high level, contemporary advice, guidance and support to Executives, managers and staff in a health services environment.
- Demonstrated successful experience in coaching and mentoring of managers which has led to increased managerial capability
- Demonstrated ability to operate as a self-motivated personal Injury professional in a fast paced and challenging operational environment
- Demonstrated ability to successfully guide and support change initiatives, think strategically and lead projects.
- Demonstrated ability to respond flexibly to client needs with the ability to develop practical solutions to problems and provide advice in area of expertise
- Highly developed organising and planning skills with the ability to change priorities accordingly
- Ability to apply specialist knowledge and expertise to address complex problems, gathering relevant information and generating and testing a range of solutions and outcomes.

#### OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children Check throughout their employment
- A current, full driver's licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

#### **IMPORTANT INFORMATION**

All employees are required to adhere to the Royal Children's Hospital Values:

- Unity - We work as a team and in partnership with our communities
- Respect - We respect the rights of all and treat people the way we would like them to treat us
- Integrity - We believe that how we work is as important as the work we do
- Excellence - We are committed to achieving our goals and improving outcomes

#### **RCH COMPACT**

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

#### **QUALITY, SAFETY AND IMPROVEMENT**

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards

- Complying with the principles of Patient and Family Centred Care that relate to this position

**The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.**

#### INHERENT REQUIREMENTS OF THIS ROLE

There are a number of critical work demands (inherent requirements) that are generic across all positions at The Royal Children's Hospital. The generic inherent requirements for this position are detailed below. These may be added to with more specific inherent requirements, if required, by your manager and Workplace Health & Safety.

Physical Demands		Frequency
Work Hours	This role is typically performed during standard business hours	Yes
	This role requires shift work, including day, afternoon, night & weekends	No
	This role is required to participate in an on-call roster	No
Sitting – remaining in a seated position to complete tasks		Occasional
Standing – remaining standing without moving about to perform tasks		Occasional
Walking – floor type even, vinyl, carpet		Frequent
Lean forward/forward flexion from waist to complete tasks		Rare
Trunk twisting – turning from the waist to complete tasks		Rare
Kneeling – remaining in a kneeling position to complete tasks		Rare
Squatting/crouching – adopting these postures to complete tasks		Rare
Leg/Foot movement – to operate equipment		Rare
Climbing stairs/ladders – ascending/descending stairs, ladders, steps		Rare
Lifting/Carrying	Light – less than 5 kilos	Rare
	Moderate – 5-10 kilos	Not Applicable
	Heavy – 10-20 kilos	Not Applicable
Push/Pull of equipment/furniture	Light forces – less than 10 kilos	Rare
	Moderate forces - 10-20 kilos	Rare
	Heavy forces – over 20 kilos	Not Applicable
Reaching – arm fully extended forward or raised above shoulder		Rare
Head/Neck Postures – holding head in a position other than neutral (facing forward)		Not Applicable
Sequential repetitive actions in short period of time	Repetitive flexion & extension of hands, wrists & arms	Not Applicable
	Gripping. Holding, twisting, clasping with fingers/hands	Rare
Driving – operating any motor-powered vehicle with a valid Victorian driver's licence		Not Applicable

<b>Sensory Demands</b>	Frequent
Sight – use of sight is integral to most tasks	Frequent
Hearing – use of hearing is integral to most tasks	Frequent
Touch – use of touch is integral to most tasks	Occasional
<b>Psychosocial Demands</b>	Occasional
Observation skills – assessing/reviewing in/outpatients	Not Applicable
Problem solving issues associated with clinical and non-clinical care	Rare
Attention to detail	Occasional
Working with distressed patients and families	Not Applicable
Dealing with aggressive and uncooperative people	Not Applicable
Dealing with unpredictable behaviour	Not Applicable
Exposure to distressing situations	Not Applicable

<b>Definitions used to assess frequency of tasks/demands as above</b>	
Prolonged/Constant	71-100% of time in position
Frequent	31-70% of time in position
Occasional	16-30% of time in position
Rare	0-15% of time in position
Not Applicable	

<b>Position description last updated</b>	<b>03 May 2023</b>
--	--------------------