



Position Title: OHS Manager	Department: People & Culture
<input checked="" type="checkbox"/> New Position	Date: 16 June 2017
Reports To (Position):	GM People & Culture
Position that report to this position:	Nil
Name of Present incumbent (if applicable)	Vacant

PRIMARY PURPOSE OF ROLE:

The primary purpose of the OHS Manager role is to develop and implement GRV's Occupational Health and Safety system and associated programs. A key function of the role is to promote a positive health and safety culture and champion OH&S awareness across the organisation. The incumbent will partner with GRV management to ensure that GRV fulfils its obligations under the OH&S Act and embed the health and safety systems into the fabric of the organisation.

SCOPE:

Greyhound Racing Victoria (GRV) regulates and promotes greyhound racing at the State level with animal welfare and integrity as its key priorities.

GRV is committed to attracting, selecting and retaining the best calibre of people to achieve the highest level of performance and behavioural standards required for each position. This will ensure that the best standard of service is continually provided across the organisation and that GRV will build on and maintain its excellent reputation and effective profitability.

This role will work closely with the GM People and Culture, members of the GRV OHS Steering Committee, OHS Committee, Senior Managers and Employees across the organisation, gaining trust and commitment to ensure the OHS Management System is successfully introduced and imbedded.

FREEDOM TO ACT/DECISION MAKING:

Nil

KEY RESULT AREA	ACCOUNTABILITY/ACTIVITY	KEY PERFORMANCE INDICATOR
<i>Area of focus of role</i>	<i>What activities are you responsible for?</i>	<i>How will you know this has been achieved?</i>
Occupational Health and Safety Management and Systems	<ul style="list-style-type: none"> ▪ Align GRV's HSE procedure with the organisations vision and values ▪ Establish and implement GRV's OH&S Management System ▪ Identify GAPS and implement applicable systems where required ▪ Develop and review GRV's Risk, OHS and Workers Compensation policies and procedures to ensure GRV meets all legislative requirements ▪ Review and implement GRV's injury, incident, and claims management systems ▪ Review and implement GRV's OHS Hazard Identification and Risk Assessment processes ▪ Build an OHS aware culture across GRV that ensures a safe workplace for employees, contractors, volunteers, and visitors ▪ Prepare reports for auditing purposes, management, and relevant committees 	<ul style="list-style-type: none"> ▪ OH&S Management Plan completed ▪ OH&S Frameworks developed and implemented across GRV ▪ Increased number of incidents being reported ▪ Data analysed and reported risks occur ▪ Informed decision making across organisation in relation to OHS requirements
OHS Committee and Emergency Management	<ul style="list-style-type: none"> ▪ Leadership for GRV's internal OHS committees Health Safety Environment (HSE) related technical support ▪ Guide OHS committees, in building a firm process in relation to minutes, agendas, distribution of such and communication across the organisation ▪ Ensure that GRV's Emergency Management Processes are in place 	<ul style="list-style-type: none"> ▪ Committee in place and regular meetings being held ▪ Regular recommendations/OHS information is reported to the OHS Steering Committee, GRV Leadership Team and Board

Education of OHS	<ul style="list-style-type: none"> ▪ Work with the L&D Co-ordinator to build the GRV OHS training calendar ▪ Build OHS communication framework for introduction of OHS policy and procedure ▪ Ensure relevant training to Managers and Employees at GRV to communicate and ▪ Ensure that GRV's emergency management training is in place. 	<ul style="list-style-type: none"> ▪ GRV's OHS Training calendar in place. ▪ Communication framework in place
<i>Area of focus GRV wide</i>	<i>What activities are you responsible for</i>	<i>How will you know this has been achieved?</i>
OHS	<ul style="list-style-type: none"> • Maintain a safe working environment in your area of responsibility. • Ensure that OH&S principles and guidelines are adhered to. • Report any breach in OH&S. Document any hazard and make suggestions / recommendations for improvements. • Report accidents and injuries and near misses as per GRV Policy and Guidelines. • Provide and maintain so far as is practicable a working environment that is safe and without risk to health. • Take care of your own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. • Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and GRV policies and promote a working environment that is congruent with these guidelines. 	<ul style="list-style-type: none"> • Role model safe work practices ensuring adherence to OHS policy and procedures • Report incident/accident/hazard in the workplace in a timely manner • Actively Support and Promote OHS

KEY BUSINESS CONTACTS	
EXTERNAL	INTERNAL
Worksafe	CEO
DOJR	GRV Leadership Team
GRV Club Managers and Employees	GRV Employees

PERSON SPECIFICATION	
EDUCATION/QUALIFICATION <i>necessary to meet position objectives</i>	
ESSENTIAL	DESIRABLE
Degree or Diploma in Risk Management or Occupational Health and Safety	Diploma in H&S Cert IV in training
Extensive experience in a similar role	
SKILLS/KNOWLEDGE <i>necessary to meet position objectives</i>	
ESSENTIAL	DESIRABLE
Sound understanding of project management principles	
Excellent communication skills, both written and verbal	
Strong management and leadership skills	
High standard of negotiation skills	
Good analytical and problem-solving capability	
Working knowledge in OHS change management programs	
Good level of reporting capability	
ATTRIBUTES <i>required to ensure satisfactory performance and cultural fit</i>	
ESSENTIAL	DESIRABLE
Responsiveness	Ability to Multi-task
Integrity	Self Motivated
Impartiality	Lateral Thinker
Accountability	
Respect	
Leadership	
Human Rights	

EMPLOYMENT CONDITIONS

- Terms and Conditions of employment are per the current GRV Employee Enterprise Agreement 2016. The GRV environment is a unique and challenging operational environment. It operates weekdays, weekends, day and night hours. GRV employees are bound by a number of regulatory Government requirements. In addition, all staff are required to abide by GRV policies including restricted gambling, greyhound ownership and the code of conduct for Victorian Public Sector Employees.
- All employment at GRV is subject to a satisfactory police check prior to commencement
- All employees at GRV are required to have the right to work in Australia.
- All employees are required to comply with OHS statutory obligations
- GRV is an EEO employer.

NAME: _____ DATE: ___/___/___

SIGNATURE: _____