

Role Description

Workplace Safety and Injury Management Administrator

Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.	24526	Content Manager No.	24/1040410
Work Unit	Nominated School/s Nominated Region School and Regional Operations and Performance Division		
Location	Various locations throughout the State		
Classification	AO3 Qld Public Service Officers and Other Employees Award - State 2015 36 ¼ hour week		
Job Type	Permanent / Temporary / Full-time / Part-time Temporary period until XXXX unless otherwise determined per annum		
Salary Range	Salary is reflective of full-time employment (1.0FTE) <i>Plus superannuation contributions of up to 12.75% of your annual salary.</i>		

Your employer

The Department of Education (DoE) is committed to delivering responsive services focused on equity and excellence to Queenslanders and their communities. We promote equity and excellence by our commitment to respect, protect and promote human rights. Our objectives are: a strong start for all children, every student realising their potential, capable people delivering our vision. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at www.qed.qld.gov.au

Your opportunity

As the Workplace Safety and Injury Management Administrator you will:

- Assist with the local implementation of the department’s Health, Safety and Wellbeing Management System (HSWMS) to ensure compliance with relevant legislation and industry best practices.
- Assist school leadership in health and safety including injury management, covering risk assessment, incident prevention, and the rehabilitation coordination of ill or injured employees.

The Workplace Safety and Injury Management Consultant, reports to the Nominated Principal, Nominated School/s, Nominated Region.

Your role

Responsibilities include:

- Maintain connection to the Health and Safety Advisor/Representatives by playing an active role in Health, Safety and Wellbeing (HS&W).
- Compile and organise data for internal and external audits, ensuring records are accurate and accessible for review.
- Provide administration support for HS&W including injury management to effect improvements in HS&W performance.
- Monitor and report on incidents from MyHR Workplace Health and Safety, and escalate findings as required.
- Coordinate arrangements for HS&W training to raise awareness for all employees on delivery strategies with the view to building a positive safety culture.



- Promote psychologically and physically safe workplaces and practices with a focus on employee wellbeing and education.
- Provide advice, support and compliance in building fire safety and fulfil Fire Safety Advisor duties as required.
- Provide general support to school leadership to manage serious incidents including potentially traumatic events.
- Draft standard correspondence and reports related to HS&W initiatives.
- Maintain records of emergency and evacuation procedures and assist with planning and delivery of drills.

Other responsibilities (as required)

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

A mandatory requirement of this role is:

In accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#) a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services.

Competencies – How you may be assessed

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

Vision:

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

Results:

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

Accountability:

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

Additional information

- This role description works in conjunction with the Candidate Information Package.
- It is a mandatory condition of this role that you:
 - Possess a current drivers' licence.
 - Undertake the department's Rehabilitation and Return to Work and MyHR Workplace Health and Safety training (incidents and injury management).
 - Complete a Fire Safety Advisor accredited training course. If you have completed the course it must be within the last three years.