

22 August 2024

Dear Applicant,

***OHS & Training Officer***

Thank you for your interest in the above position with Junction Support Services. Enclosed, please find the Position Description and Reference Check documents that you will require in order to apply for this role.

The Position Description is an important document with regards to your application as it outlines the key objectives and responsibilities of the role, as well as the conditions of employment. This will help you to identify the skills and attributes Junction Support Services is seeking for this role.

The Position Description also contains information regarding how to apply, and a list of selection criteria. It is very important that you address each of the selection criteria points in your application to demonstrate your suitability for the role you are applying for.

For further information regarding details about the position, please contact Amarly McMahon on (02) 6043 7400.

Yours sincerely,



Amarly McMahon  
Team Manager – People & Culture  
Junction Support Services

**Wodonga**

155 Melbourne Road  
PO Box 1490  
Wodonga, Victoria, 3690

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**Morwell**

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(02) 6043 7400

[reception@junction.org.au](mailto:reception@junction.org.au)

**Position Description**

<b>Position Title:</b>	<b>Occupational Health &amp; Safety / Training Officer</b>
<b>Program Area:</b>	People & Culture
<b>Version Number:</b>	1
<b>Probationary Period:</b>	6 months from commencement date
<b>Location:</b>	Junction Wodonga Office – 155 Melbourne Road
<b>Award:</b>	Award free – Individual Contract of Employment
<b>Classification:</b>	Level 4 Paypoint 1 to Level 5 Paypoint 3 (Negotiated based on qualification and experience)
<b>Hours of Work:</b>	Fulltime 76 hours per fortnight; worked between 8.30am to 5.30pm, Monday to Friday
<b>Tenure:</b>	Ongoing
<b>Reports To:</b>	People & Culture Team Manager

Junction Support Services (Junction) empowers people to achieve a brighter future by giving them access to essential services such as housing, education, health, trauma recovery and disability support.

Junction is a Child Safe organisation guided by a strategic focus on early intervention and prevention projects designed to deliver better outcomes for communities by identifying and addressing issues before they escalate.

As an award-winning regional not-for-profit community service organisation, Junction strives to achieve our vision of building strong, thriving communities together while staying true to our purpose of empowering people to achieve a brighter future.

From our humble beginnings in 1989, Junction has grown from offering a single homelessness support program to now providing support to 2500 people each year across 12 Local Government Areas (LGAs) spanning Ovens Murray, Goulburn, Gippsland, and regional NSW.

Junction provides holistic and integrated service responses across the lifespan through advocacy, assertive outreach, case management and therapeutic counselling services.

Our core values underpin everything we do:

- **Respect**

Respect is the fundamental value that shapes our culture. Respect forms the foundation of all interactions with employees, clients, stakeholders and partners.

- **Collaboration**

We work collaboratively and foster a culture that welcomes ideas to ensure our communities achieve brighter futures.

- **Innovation**

We embrace innovation, explore possibilities and strive to create the best opportunities for our communities.

- **Integrity**

We foster an environment of trust and authenticity where transparency and accountability are paramount.

- **Inclusion and Diversity**

We respect and celebrate diversity. We value equity and ensure our actions consistently uphold strong ethical standards.

All Junction's support services are trauma-informed, client-centred, and goal-directed.

We put our clients at the heart of everything we do.

### **People & Culture Team**

The People & Culture is comprised of a team of professionals providing outstanding, people focused, proactive and effective solutions and services for all Junction staff. The People & Culture Team provide vital support to Junction in achieving its strategic objectives through the effective use of people – translating the organisation's strategic direction into strategic people initiatives, which are underpinned by organisation culture, policies, and practices. We deliver responsive, innovative and practical solutions and services.

The People & Culture Team operates in a manner that supports Junction's values and achievement of service objectives through partnership with leaders and line managers, to empower and build their people management capability – ensuring they have the knowledge, resources, behaviours and mindset to deliver practices that attract, inspire, support, develop and retain the organisations greatest asset – our people.

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By providing tailored, quality human resources services and products, and ensuring a high level of expert support and advice, the People & Culture Team will enhance Junction's program areas' ability to meet their objectives. This in turn will allow better support for our current and future clients and the community.

### **Occupational Health & Safety / Training Officer**

The position reports to the Team Manager – People & Culture and is positioned within the People & Culture Team. This team is critical in supporting the organisation in delivering quality and 'in time' services to meet the needs of internal stakeholders, our clients and the community.

Under the direction of, and in consultation with the Team Manager – People & Culture, the position is responsible for the provision of advice and assistance with the development, implementation and review of an integrated Occupational Health and Safety (OHS) Framework within Junction, including OHS systems, policies, procedures and initiatives, to ensure proactive regulatory and statutory compliance and to achieve strategic objectives.

The position is responsible for some specific programs and safety initiatives that are integral to maintaining the safety and wellbeing of all Junction staff. This role has a strong compliance focus involving the development, implementation and auditing of workplace practices to ensure adherence to policy and procedure throughout the organisation.

The Occupational Health & Safety / Training Officer is expected to liaise and communicate with:

#### **Internally:**

- Executive People & Culture Manager
- Team Manager – People & Culture
- Chief Executive Officer (CEO)
- People & Culture Team
- Service and Program Managers and Team Managers
- Other employees

#### **Externally:**

- Employment and advertising agencies
- Tertiary institutions
- WorkSafe Victoria
- EML Workers Compensation
- Relevant Peak Bodies
- Other relevant Statutory Authorities
- Other relevant State and Federal Government Departments
  
- General public

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## POSITION OBJECTIVES

1. Maintain compliance in direct relation to Occupational Health & Safety requirements
2. Provide proactive health, safety and wellbeing programs and activities to employees and other stakeholders of Junction, enabling the organisation to discharge its statutory and non-statutory health and safety obligations and foster a safe and healthy working environment.
3. Provide timely and effective advice in relation to the respective portfolios that come under the position
4. Coordinate the development, delivery and evaluation of staff learning and development programs and the implementation of the annual agency training plan and budget.
5. Implement and coordinate the agency's training, learning and development framework including policy and procedure development and review.
6. Working with Managers and subject matter experts to assess and address training and development needs, build capability, support staff retention, succession planning and drive a high performance culture;

## Occupational Health and Safety

- In consultation with the Health and Safety Representatives, identify, assess, monitor and manage workplace health and safety hazards and work practices to eliminate/ minimise risks.
- Review hazard and incident investigations and OHS audits and assessments; making recommendations to ensure safe work practices.
- Assist in the development, implementation and monitoring the effectiveness of programs and initiatives aimed at ensuring healthy and safe work practices, enhancing staff wellbeing and improving hazard identification, risk assessment and risk management within the organisation.
- Provide advice and support to managers and staff on OHS matters, where required.
- Through RiskMan reports on incidents, near misses and hazards, monitor, review and analyse residential staff wellbeing; reporting to the agency on trends as they relate to occupational violence, safety and health.
- Keep up-to-date with relevant legislation, Regulations, Codes of Practice and Australian Standards; ensuring changes are identified, communicated and implemented in an effective and timely manner to maintain organisational compliance.
- Participate in the development and review of OHS related policies and procedures and implement OHS related policies.

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- Assist in the development, implementation and review of OHS Standard Operating Procedures.
- Assist with inductions for all new employees.
- Carry out annual fire drills for Junction Support Services facilities.

### **Risk Management**

- Actively participate in the risk management process including identification and analysis, control of deficiencies and escalating where required.
- Understand and implement accreditation standards that apply to team and organisation
- Support staff to understand and apply new and changed policies and procedures with regards to OH&S and Workcover

### **The Organisation**

- Implement Junction's aims and objectives through competent work practices.
- Comply with Junction's policies and procedures; funding guidelines; and legislative requirements.
- Maintain the confidentiality of information at all times through professional and ethical work practices.
- Keep up to date with relevant developments, legislation and regulations.
- Adhere to established protocols and service agreements that exist between Junction and other service providers.
- Observe Occupational Health & Safety standards, guidelines and practices as required by the organisation.
- Take responsibility for input into the day-to-day operations of the organisation, as well as policy development.
- Contribute to team building principles.
- Individually contribute to effective communications within the organisation.

### **Supervision/Performance Development**

The Occupational Health & Safety / Training Officer is supervised by the Team Manager – People & Culture. At Junction, the development and maintenance of skilled support to workers is considered to be an integral part of service delivery and workforce management.

- Actively participate in regular supervision and bi-annual performance development reviews.
- Participate in own professional development and training as identified through the Junction's Performance Development Framework.

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### Administration

- Ensure all incidents are completed through timely support and advice to managers on appropriate incident oversight
- Undertake and maintain administrative requirements, including employee files, databases, Registers, RiskMan and employee surveys.
- Ensure all required documentation, databases and registers etc are up-to-date, accurate and thorough.
- Compile data and prepare reports and documents as required.
- Develop and maintain OH&S forms, process flows, toolkits and templates for use across the organisation

### Other

- Attend meetings as directed by the Team Manager – People & Culture.
- Assist the People & Culture team with activities to support the team.
- Undertake other tasks/duties as required by the organisation

### SELECTION CRITERIA

1. Certificate IV in Occupational Health & Safety (or ability to complete within 18 months of commencement), and/or demonstrated relevant 3yrs+ experience.
2. Certificate IV in Training & Assessment (highly desirable)
3. Experience in the development of workshop-based end-user training materials and documentation
4. Proven ability to interpret and explain relevant legislation, regulations, codes of practice and standards.
5. Demonstrated ability to meet tight deadlines accurately, with attention to detail and with minimum supervision.
6. Excellent communication and interpersonal skills to ensure effective interactions with managers, staff and the public.
7. Demonstrated experience in developing and evaluating training programs.

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### Benefits

- 5 weeks annual leave per annum
- 17.5% leave loading on 4 of the 5 weeks annual leave per annum
- Salary sacrificing, with a wide range of options
- Annual wage increases in accordance with Junction's Enterprise Agreement
- 50 hours or \$500 per annum (whichever occurs first) to contribute to relevant non-mandatory and professional development training costs
- The support of regular supervision
- Access to Professional/Clinical Debriefing for critical incidents experienced in relation to work
- Ability to take all personal leave days as carers leave
- 4 weeks paid maternity leave or 1 week paid paternity leave
- Reimbursement for HEP A/B and flu vaccinations
- Access to agency vehicles for all work-related travel

### CONDITIONS OF EMPLOYMENT

The position of Occupational Health & Safety / Training Officer is award free in Victoria. The successful applicant will be employed on an Individual Contract of Employment, the terms and conditions of which are in line with Junction's Enterprise Agreement (2017).

The salary for this position is in line with the Social, Community, Home Care and Disability Services Award 2010, paid at Level 4 Paypoint 1 to Level 5 Paypoint 3. with the option to salary sacrifice. The commencement Paypoint is dependent upon proven qualification and years of experience relevant to the Selection Criteria.

There is no paid overtime in this position, but any extra hours worked will be accrued as Time in Lieu. A maximum accrual of 14 hours' time in lieu applies at any one time and is to be taken within one month of its accrual. No more than four (4) weeks annual leave (pro rata for part time employees) is to be accrued without manager's approval.

Employer superannuation contributions will be paid in accordance with the Superannuation Guarantee Charge Act.

The successful applicant will be required to satisfactorily meet pre-employment checks, including: at least two (2) professional referees, a criminal records check, Victorian Working with Children Check, and proof of qualifications.

The successful applicant will initially be engaged for a probationary period of six (6) months. A probationary review before six (6) months will be undertaken.

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Organisational vehicles are available for authorised use and are to be used at all times for work-related purposes in accordance with the organisation's Motor Vehicle Policy. For this reason, it is a requirement that all employees hold a current driver's licence while employed with the agency.

In the event of an internal applicant, accrued leave entitlements will be carried over.

#### **Application Procedure:**

Junction Support Services does not bind itself to make any appointment whatsoever from applications received.

Applications must include:

- a covering letter;
- statements addressing each of the selection criteria questions;
- resume/CV detailing employment history and experience;
- a completed Reference Checks form (within this employment pack) providing the names and contact numbers of three professional referees (include current employer/supervisor) who can provide comment on work performance.

Applications must be received by **Friday 13 September 2024 at 10.00 am** emailed to:

[recruitment@junction.org.au](mailto:recruitment@junction.org.au)

Alternatively, sent to:

Amarly McMahon  
Team Manager – People & Culture  
Junction Support Services  
PO Box 1490  
Wodonga VIC 3689

For further information regarding details about the position, please contact Amarly McMahon, Team Manager – People & Culture, on 02 6043 7400

Applicants invited to attend an interview must bring to the interview their original certificate as proof of qualification.

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**DECLARATION OF CURRENT AND ONGOING CAPACITY**

*(To be completed by successful applicant only)*

I have read and understood this Position Description and in signing this document agree that I am capable of fulfilling all of the requirements of the position as described both in writing in this document, along with any verbal explanations in terms of:

- a) The knowledge, skills and attitudes required; and
- b) My physical and psychological capacity to undertake the work.

I understand and accept that I must also comply with Junction’s policies and procedures.

Additionally, I agree to notify Junction Support Services of **any change** in my capacity to meet the requirements as outlined in this Position Description, including any changes in the status of my driver’s licence and/or my ability to meet legislative requirements such as the Working with Children Check and police check.

Signed: .....

Witnessed: .....

Date: .....

*Junction Support Services is a child safe organisation and an equal employment opportunity employer.*

### Reference Checks

I, <name>....., consent to any reference checks that may be necessary to support this application.

Please give the names and telephone numbers and of three professional referees whom we can approach for references. These people will need to be able to adequately comment on the specifics of your work performance. It is a mandatory requirement that you obtain a referee from a current supervisor or direct manager, and therefore no personal referees should be supplied. Please note the third referee is required to ensure our recruitment process remains efficient and therefore, they may not be contacted.

### Referees

1. Name: ..... Phone Number: .....  
Organisation: .....  
Relationship to applicant: .....  
(eg, supervisor, manager, lecturer)
2. Name: ..... Phone Number: .....  
Organisation: .....  
Relationship to applicant: .....
3. Name: ..... Phone Number: .....  
Organisation: .....  
Relationship to applicant: .....

I confirm the above referees have consented to act as a referee on my behalf and have given me permission to release their contact details to Junction Support Services for the purpose of this application. I understand that failure to gain the consent of the persons listed above to act as referees and provide their contact details may result in Junction Support Services not considering me for employment.

I further understand that only information which may assist me gain student placement or assess my suitability for student placement will be sought from the referees, and that such information will be handled in accordance with Junction Support Services' Privacy Policy, including the provision of access to that information.

I understand that any false or misleading information given in this application may render my placement, if I am appointed, liable to termination. I declare that to the best of my knowledge, the above information and that submitted in any accompanying documents is correct.

Applicant's Signature: ..... Date: .....