



DIOCESE OF SALE

CATHOLIC EDUCATION LTD.

Catholic Education in the Diocese of Sale is a vital expression of the mission of the Church. The Diocese of Sale Catholic Education Limited (DOSCEL) is a company limited by guarantee to manage and operate Catholic schools in the Diocese of Sale.

POSITION: OHS/WorkCover Adviser

A newly created role has been established to assist and support schools with the governance and compliance requirements of Occupational Health and Safety (OHS) and WorkCover.

This role also involves working collaboratively with schools and assisting with WorkCover claims and Return to Work arrangements.

LOCATION: The Catholic Education Office, Diocese of Sale is located at 6 Witton Street, Warragul.

STAFF GROUP: Industrial Relations / Human Resources

REPORTING TO: Director of Catholic Education through the Executive Manager: Industrial Relations / Human Resources.

TENURE: Full-time and ongoing.
Working hours are Monday to Friday 8.30 am to 5.00 pm.

CLASSIFICATION: Education Officer

SALARY AND BENEFITS:

- This position is classified as an Education Officer, as set out in the Victorian Catholic Education Multi Enterprise Agreement 2013 and is based upon qualifications and experience.
- The salary offered is paid according to the rate set out in the 2017 Memorandum of Understanding between the Catholic Education Commission Victoria Ltd (CECV) and Independent Education Union Victoria Tasmania and is based upon qualifications and experience. (Salary range \$99,663 - \$116,741).
- Four weeks' annual leave is provided, with purchased leave options for additional leave.
- Salary packaging arrangements are available to staff of CEO Sale.

COMMENCEMENT DATE: Negotiable

The appointment will be subject to a satisfactory National Police Record Check and Employee Working with Children Check.

KEY SELECTION CRITERIA:

The successful applicant will be required to demonstrate:

- A commitment to the ethos, values and mission of Catholic education.
- A commitment to child safety.
- Well-developed interpersonal skills including:
 - ability to work as part of a team to achieve both individual and team objectives
 - communication, process management and problem solving skills
 - demonstrated ability to maintain confidentiality.
- Experience, knowledge and understanding of OHS, WorkCover and Return to Work processes and practices, including legislative and regulatory requirements.
- Organisational skills and proven capacity to deliver projects that improve workplace safety.
- Ability to operate effectively and balance a range of priorities and expectations for competing priorities.
- Ability to develop and deliver training programs in OHS and WorkCover.
- Proven problem solving skills, with the ability to identify risks, impacts and implement solutions.
- Ability to develop and maintain strong working relationships with key stakeholders, including principals, business managers and school compliance staff and external agencies.

QUALIFICATIONS AND EXPERIENCE:

- Qualification in Occupational Health and Safety or equivalent combination of relevant work experience and education.
- Previous experience as an Occupational Health and Safety Officer, Return to Work Coordinator or similar role will be highly regarded.
- Previous experience in the education sector would be an advantage.
- A Victorian Driver's Licence is required.

DUTIES:

- Provide advice and support on OHS and WorkCover issues.
- Assist schools to improve risk identification, safety practices and early intervention.
- Participate in the development, management and implementation of health and safety policies, procedures and resources including OHS content management systems.
- Undertake school OHS Safety Assessments.
- Support schools in managing obligations for reporting injuries / incidents / near misses including maintaining records.
- Assist schools with the management of WorkCover claims.
- Provide briefing papers and reports in relation to OHS and WorkCover.
- Other duties as directed by the Director of Catholic Education and Executive Manager: Industrial Relations / Human Resources.