

Position Description

Human Resources



Position Title:	Manager, Safety and Compliance
Reports To:	HR Director
Position Summary:	The position is responsible for leading the development, implementation and maintenance of multi-disciplinary, pro-active, strategic OHS and Compliance programs, including those involving occupational health and safety (including workers' compensation and return to work), environmental and legal compliance, emergency planning and radiation safety.
Major Responsibilities	<p>Workplace safety</p> <ul style="list-style-type: none"> • Work with staff and managers to ensure that a proactive approach to workplace safety underpins the Hospital's commitment to being an employer of choice. • Ensure injury management, workers compensation and rehabilitation/return to work is managed cost effectively and complies with the process, quality and time requirements as specified in all relevant regulatory requirements • Work with nurse educators or third parties to provide and or coordinate training for staff in relation to workplace safety. • Present at orientation to ensure new staff are trained in Macquarie University Hospital workplace safety requirements. • Minimise work hours lost to injury through prevention and a responsive approach to return-to-work. • Ensure that the Hospital's policy framework reflects its commitment to workplace safety and that staff and management are aware of their respective responsibilities. • Ensure all Hazards and Incidents in logged are proactively managed and tracked. • Carry out internal OH&S audits against legislative requirements and audit standards • Through KPIs and routine audits report to management regarding workplace safety on a regular basis • Chair various committee meetings and champion results • Proactively manage the relationship with all external bodies including but not limited to Work cover, Insurers, Auditors and the like. • Ensure the hospital's executive and in turn the board are made aware of any significant, risks, hazards or incidents. <p>Compliance</p> <ul style="list-style-type: none"> • Implement and use various tools to ensure that the Hospital complies with its obligations in respect of legislation and regulations. • Provide advice to management on the rectification of identified deficiencies and monitor issues to ensure that they have been resolved. • Work closely with the Quality Manager to ensure that that the Hospital's approach to quality and risk is reflected in policy and practice.

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	<ul style="list-style-type: none"> • Manage the interface with relevant Government Departments and regulatory authorities • Monitor, review and recommend internal and external OHS and Compliance trends and developments, including regulatory compliance issues, and report on their relevance to MUH. <p>OH&S Strategy</p> <ul style="list-style-type: none"> • Develop, consult and implement the OHS and Compliance strategies, policies and procedures with a view to best practice within the industry. • Develop continuous Improvement Initiatives to ensure systems, policies, procedures are in line with the OH&S strategic direction. Ensure all feedback received as a part of consultation is included as a part of strategic planning going forward. <p>Radiation Safety</p> <ul style="list-style-type: none"> • Provide day-to-day support for the Hospital's radiation safety activities, including liaison with third party providers and contractors • Manage and support the site Radiation Safety Committee • Support the Chief Radiation Safety Officer in respect of his or her role • Take responsibility for legislative compliance in respect of radiation safety, including liaison with relevant government departments. <p>Emergency Planning</p> <ul style="list-style-type: none"> • Take a leadership role in the Hospital's emergency planning activities • Participate in and support the Emergency Coordination committee and ensure that action items are completed in a timely fashion • Oversee the further development of the Hospital's Emergency Management Framework • Coordinate emergency preparedness activities including drills and mock exercises • Coordinate relevant staff training in conjunction with other personnel and managers <p>Sustainability</p> <ul style="list-style-type: none"> • Develop a sustainability and environmental health strategy for MUH in conjunction with other managers and department heads.
<p>Qualifications/Key Selection Criteria</p>	
<p>Essential:</p>	<ul style="list-style-type: none"> • Relevant tertiary qualifications • Successful record of leading, developing and implementing OHS and Compliance policies and procedures within a medium-large organisation • Expert knowledge of contemporary OHS and Compliance issues, including regulatory compliance, industry trends and best practices • Demonstrated track record of working effectively and credibly throughout all levels of an organisation, including influencing outcomes and changes • Demonstrated project management skills, with the ability to lead, facilitate multi-disciplinary teams, time manage and stay within forecasted budget • Demonstrated research and analytical skills, including the ability to

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	<p>synthesise information to make urgent decisions with no precedence and guidance</p> <ul style="list-style-type: none"> • Demonstrated record of risk analysis techniques, including risk identification, assessment and recommendations for control • Knowledge and practical experience of Hospital related issues • Demonstrated competencies in OHS management systems • Demonstrated competencies in OHS risk management strategies • Demonstrate knowledge of WorkCover and return to work • Demonstrated competency in Internal Auditing • Demonstrated competency in developing and presenting effective training programs • Working knowledge of information technology applications as they apply to this function.
Desirable:	<ul style="list-style-type: none"> • Post-graduate qualifications in a relevant discipline • Experience in Radiation Safety
<p>Key Performance Criteria (e.g.: Leadership / Problem Solving / Conflict Resolution / Customer Service / Leadership / Administration)</p>	
<p>a) Leadership</p> <ul style="list-style-type: none"> • Strong leadership skills, taking the initiative in resolving issues/problems • Problem solving in the position will relate primarily to stakeholder management, ensuring that multiple people with different agendas are working efficiently to the same end. • The occupant of this position will be expected to operate with limited guidance and will be expected to make a significant contribution to the development of strategy as well as its implementation. 	
<p>b) Customer Service</p> <ul style="list-style-type: none"> • Maintains good customer relations • Responsive to customer feedback • OH&S and Compliance issues raised are managed pro-actively. • Service concerns are addressed in a timely manner • Motivated and committed contributor • Effective team-player 	
<p>c) Technical skills and application</p> <ul style="list-style-type: none"> • Experience in the use and staff training of applications such as Riskman, ChemAlert and Health Legal Register • Knowledge and experience in risk management techniques and root cause analysis of incident investigation • Knowledge and experience in current legal issues as they may affect a hospital environment • Usage of the Macquarie University Hospital's IT systems is in line with the authorisation granted to this position – please refer to the IT policy for further information on access levels. 	

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<p>d) Personal and Professional Development</p> <ul style="list-style-type: none"> Continually develops both personally and professionally to meet the changing needs of career and industry Attends all mandatory training sessions provided by the Hospital and is actively involved in other training and development as required Actively participates in the Performance & Development Management process as required Evaluates own performance to identify strengths and areas where professional development can occur Assists staff in completing annual competency training Develops effective networking opportunities with other health professionals
<p>e) Teamwork and Communication</p> <ul style="list-style-type: none"> Practices according to the aims, objectives and core values of Macquarie University Hospital Demonstrates a willingness to work positively within a team to achieve team goals and the provision of excellence in care/service delivery Demonstrates and practices effective verbal, non-verbal and written communication skills and actively develops good listening skills Provides the opportunity for the development and growth of others
<p>f) Continuous Improvement</p> <ul style="list-style-type: none"> Initiates and contributes to quality activities Participates in and contributes to occupational health and safety activities to ensure a safe work environment for clients, community, staff and visitors Complies with each and every policy and procedure relevant to this position to ensure the effective and safe operation of the hospital and the welfare and interests of all employees. Complies with obligations under Section 30 of the Workplace Health and Safety Act (1995).
<p>g) Administration and Documentation</p> <ul style="list-style-type: none"> Ensures that all documentation is accurate and completed in a professional and timely manner Ensures incidences are reported accurately and in a timely manner Reviews and evaluates reported incidents and manages risk as per policy Evaluates performance in a planned and systematic way and seeks feedback from customers in relation to the service delivered by the unit.
<p>Key Performance Indicators</p>
<p>a) Hospital injury rates are measured as below industry average</p>
<p>b) Workers' compensation premium is below industry average, based on MUH workplace injuries</p>
<p>c) Zero non-regulatory compliance events</p>
<p>d) Work-hours lost</p>

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Position No:	Author Title:	Author Name:	Date:	Approved By:	Approval Date:
1128	Director, Human Resources	Sharon Kuhn	11/8/10	COO	11/8/10