

Position Description

Safety Advisor

Foodbank Victoria



POSITION:	Safety Advisor	LOCATION:	Yarraville
		DIRECT REPORTS:	Nil
REPORTS TO:	Operations Manager	APPROVED BY:	Chief Executive Officer - David McNamara
DATE PREPARED:	February 2023	CEO SIGNATURE:	

PURPOSE:

Whether it's everyday emergencies or in times of crisis, Foodbank Victoria has been providing vital food relief to vulnerable Victorians for more than 90 years. Through our network of 533 charity partners across the State, we're able to provide 1.2 million meals a month to Victorians in need. And while supporting our charity partners is at the core of what we do, as the State's dedicated emergency food relief organisation, we're also here to assist Victorians through times of crisis.

Our vision is healthy food for all. We believe that all Victorians should have regular access to healthy food. That's why we work with partners right across the food and grocery sector, from farmers and growers right through to retailers, to source and rescue essential food and grocery items to redistribute to Victorians in need.

As we continue to grow, our Strategy FY23-27 is to take a more data influenced and place-based approach to increasing the volume of food that reaches vulnerable members of the Victorian community. In keeping with the ever changing demographic and geographic make-up of the state's population, we will develop bespoke Community Food Plans to best determine how to reduce food insecurity in each the state's 79 Local Government Areas. We will continue to support established community partners and develop programs and structures where there are none.

THE POSITION:

The Safety Advisor is responsible for providing specialist support to the FBV team, ensuring we maintain a working environment that provides for the health and safety of all FBV team members, volunteers, contractors and visitors. This will include facilitating the development, implementation and maintenance of health and safety systems that allow us to maintain our high standards in Health, Safety and compliance as our organisation continues to grow.

KEY RESPONSIBILITIES:

Safety

- Ensure that OHS procedures and practices are compliant with relevant Victorian and Federal workplace safety Acts and Regulations.
- Manage all staff First Aid training and renewals. Organise external providers and review certifications so that they comply with regulations.
- Ensure training records are kept up to date.
- Provide advice and support to department managers to ensure safety compliance including completion of periodic workplace inspections, training delivery and any corrective actions that may arise from incident and risk reporting.

Position Description

Safety Advisor

Foodbank Victoria



KEY RESPONSIBILITIES (CONTINUED)

- Lead investigation of accidents or incidents, assisting to identify causes, corrective actions and ensure risk mitigations are put in place.
- Develop and maintain a regular safety consultation process for all FBV team members and volunteers.
- Regularly review and support the continuous improvement of policy, process, and operating procedure documents.
- Support Wellbeing initiatives within FBV.
- Motivate and inspire others to practice excellent Occupational Health and Safety at FBV.
- Provide advice to managers and employees regarding safe work practices and procedures across all FBV sites.
- Act as the Return-to-Work Officer.
- Develop and implement safety site plans for new FBV locations including Hubs and pop-up shops.
- Coach managers and staff to develop and follow SWMS and JSAs.
- Work with People & Culture team to manage and mitigate psychological safety risks.

Development

- Collaborate with department managers to design and deliver Health & Safety content and training practical to each team's specific needs.
- Develop and facilitate the delivery of internal Health & Safety training for all team members and volunteers.
- Develop and maintain the FBV Health & Safety training register, ensuring that details are up to date.
- Ensure that required qualifications and licenses are current in critical areas such as driver/forklift licenses, first aid certificates, fire warden training and working with children checks.
- Design and develop safety reporting relevant to specific audiences including board reports, Weekly Executive Team updates and organisation wide updates.
- Provide regular information/reporting to People & Culture to ensure internal training register is up to date.

Self-Management

- Positive participation in regular team meetings.
- Inform team members and other departments of relevant information, as appropriate.
- Willingness to undertake training and development opportunities as appropriate.
- Effective time management and organisational skills demonstrated through ability to meet deadlines.
- Demonstrate the Foodbank Victoria values of empowerment, accountability, respect and integrity in all work activities.
- Willingness to undertake other duties as required.

Authorisation Level

- Prior approval from your manager is required for any single purchase or financial commitment of \$50 or more and/or any monthly purchase or financial commitment.
- In the absence of your Manager, approval of the CEO or two department managers is required.
- All employment decisions must be approved by the CEO.

Physical Requirements

- Ability to perform standard office-based tasks including computer use.
- Ability to stand and walk for extended periods of time.
- Occasional lifting of items up to 10kg to 15kg using safe manual handling techniques.

Position Description

Safety Advisor

Foodbank Victoria



ORGANISATIONAL ACCOUNTABILITIES

The organisational accountabilities are the **expected standards of performance** for all roles and levels at Foodbank Victoria.

- | | |
|--|--|
| Workplace Health & Safety | <ul style="list-style-type: none"> Actively participate and promote a health and safety culture that believes all incidents are avoidable and strives to create an environment free from injury or illness and operate in accordance with Foodbank Victoria's safety policies and procedures. |
| Culture | <ul style="list-style-type: none"> Drive a positive and proactive customer service culture and demonstrate an active commitment to the culture, vision and values of Foodbank Victoria. Comply with Foodbank Victoria's Code of Conduct, policies, and procedures, at all times. |
| Information & Communications Technology | <ul style="list-style-type: none"> Protect and manage Foodbank Victoria's information assets in accordance with policy and process requirements. Use Foodbank Victoria's technology appropriately and with respect. |
| Customer Service | <ul style="list-style-type: none"> Demonstrate a comprehensive understanding of the customers of Foodbank Victoria, creating a culture of customer service excellence. |
| Financial Accountability & Governance | <ul style="list-style-type: none"> Models' compliance with Foodbank Victoria's Authority and Financial Delegations policy. |
| Corporate Record keeping | <ul style="list-style-type: none"> Ensure that full and accurate records are made for all business transactions conducted on behalf of Foodbank Victoria and that all records are appropriately retained in accordance with Foodbank Victoria's recordkeeping requirements. |

KEY PERFORMANCE INDICATORS:

1. Achievement of Key Results

- Training and development needs are accurately assessed and action taken to address gaps and build skills.
- Internal training conducted and effectiveness measured.
- Innovation and Safety Team established and functioning effectively.
- OHS Documentation developed, maintained and implemented with all staff.
- Positive safety culture established and promoted.

Measures

- Health and safety risks identified and mitigated
- Safety consultation process followed
- Actions recommended are practical and within cost parameters.
- Employee satisfaction with training and development measured through staff survey and training feedback.
- OHS documentation up to date and available to all staff.
- Increased staff and volunteer awareness of OHS requirements.

Position Description

Safety Advisor

Foodbank Victoria



2. FBV Values and Policies

- Ensure a safe and healthy working environment.
- Treat fellow staff, clients, suppliers, all others and the environment with dignity, courtesy and respect.
- Uphold the principles of equal opportunity and maintain an inclusive workplace free of discrimination, harassment & bullying.
- Accept responsibility and accountability for our actions, work performance and the use of property.
- Act in ways that maintain our integrity, reputation and the confidentiality of information of all stakeholders.
- Act in the spirit, as well as the letter, of the law and Foodbank Victoria's policies.
- Report and act upon any known violations of Foodbank Victoria policies.

Measures

- 100% compliance with Foodbank Victoria's policies and procedures.
- Take part in 1 internal workplace audit every 12 months.
- No reported breaches in confidentiality.
- All known violations of these FBV guidelines reported to line manager.

3. Team Performance

- Provide a flexible and stimulating workplace that encourages honest and effective communication.
- Nurture a culture of mutual trust, support and encouragement where everyone's contribution is recognised equally.
- Commit to the achievement of Foodbank Victoria's goals and objectives in a manner that promotes enjoyment and satisfaction in our work.
- Celebrate excellence.
- Act and communicate ethically with all stakeholders.
- Adhere to ethical purchasing procedures.
- Avoid all conflicts of interest.

Measures

- >90% Team meetings attended.
- Training programs are achieved.
- Review discussions completed.

KEY SELECTION CRITERIA:

Qualifications

- Relevant tertiary qualification or equivalent work experience.
- Professional development training undertaken.
- Willingness to undertake a criminal record check.

Experience

- Demonstrated success in a similar role.
- Well-developed written and verbal communication skills.
- Ability to deliver information to groups.
- Excellent organisation and time management skills.
- Ability to work independently and within a team environment.
- High level of experience in the use of Microsoft office programs, including Outlook, Word, Excel and PowerPoint.

Position Description

Safety Advisor

Foodbank Victoria



KEY SELECTION CRITERIA (CONTINUED)

- Attention to detail.
- Good understanding of Victorian OHS regulations and Acts, including WorkCover.
- Previous experience administering a return-to-work program.
- Previous experience with implementing employee training and development programs.
- Enthusiasm for working with employees and raising wellbeing.
- Ability to liaise with internal and external stakeholders.
- Strong influencing skills

Competencies

- Seeks feedback and responds appropriately.
- Copes with change, effectively.
- Takes initiative.
- Works hard to meet and exceed accountabilities.
- Makes others feel valued.
- Is reliable, consistent and fulfils commitments.
- Maintains confidentiality.
- Works collaboratively.
- Plans and organises work efficiently and effectively.
- Understands our markets, supply chain and operations.
- Identifies opportunities to grow or improve the organisation.
- Resourceful.
- Innovative.

I agree to abide by Foodbank Victoria's values, policies and procedures and that this position description clearly outlines the overall responsibilities, physical requirements and duties that are to be carried out as part of this role of which I agree to perform at the best of my abilities. I also understand that the position requirements represent the minimum requirements to perform the duties at the current level.

NAME:	
SIGNATURE:	
DATE:	