

## Position description

<b>Title:</b>	Health and Safety – Child Safety Advisor
<b>Branch/Department:</b>	Business Services - Safety
<b>Status:</b>	Full Time or Part Time (negotiable)
<b>Location:</b>	Belgrave
<b>Reports to:</b>	Safety Manager
<b>Direct Reports:</b>	Nil
<b>Hours/Days of Work:</b>	Monday to Friday 9.00 to 5.00pm usually – some requirement to work evenings or weekends by negotiation
<b>Requirements:</b>	Current Victorian Working with Children Check (WWCC) Resolved National Criminal History Check and participation in periodic checks Completed a National Transport Commission Category 3 Health Assessment Medical

### Job Purpose

Supporting the Safety Manager, this position is responsible for providing expert Health and Safety advice to the organisation to ensure high standard safety practice based on contemporary practice, evidence-based guidance and legislative regulations.

This position has a specific focus on assessing risk and ensuring compliance with safeguarding children, young and vulnerable people standards and legislation.

### Key Duties & Responsibilities

#### Health and Safety

- Under the direction of the Safety Manager drive the strategic and operational delivery of best practice workplace health and safety across the organisation to shape the way PBR approach the safety, health and wellbeing of children and young people, volunteers, employees, contractors and visitors
- Support the structure, systems and processes that enable PBR team members to take ownership of their own health and safety outcomes
- Provide quality advice and guidance for people leaders, managers, employees, volunteers and Health and Safety Representatives (HSRs), to identify, monitor and manage risks in accordance with legislation and PBR policy
- Participate in internal case reviews regarding workplace conduct and behaviours, providing insight from a child safety perspective

#### Child Safety

- To act as the first point of contact for any safeguarding, child safety or vulnerable people concerns and provide timely, supportive, advice in order to safeguard the child or young or vulnerable person
- Provide high quality culturally informed, support and advice pertaining to the safety and wellbeing of children and young people at PBR
- Be familiar and remain up to date with current legislation, guidance material, policies, procedure and codes of conduct pertaining to child and vulnerable persons safety, such as the Victorian Child Safe Standards and data and protection and security

- Be a change agent for raising the profile of child safety across the organisation in various ways eg creating communication campaigns in conjunction with the Communication and Marketing team, reviewing and creating policy with a child safety lens
- Working with the Human Resources team monitoring and seeking ways to ensure child safety is embedded into recruitment and screening practices, induction and ongoing training and development programs
- To provide, collate and monitor regular, accurate and timely data on safeguarding incidents and outcomes and prepare comprehensive reports providing clear and concise analysis of evidence, conclusions, recommendations and feedback based on relevant policies / guidelines and findings
- Conduct internal child safety related investigations or root cause analysis in-line with PBR policies, systems and procedures
- Represent the organisation both internally (committees, working groups) and externally on child safety matters, including liaising and building a working relationship with the Commission for Children and Young People
- Assist staff to assess and understand risk and the methods to conducting child safety risk assessments and implementation of appropriate controls
- Identify themes, trends and recommendations for continual improvement of standards of service, policies, organisational processes and practices within PBR
- Conduct Child Safety Audits (with the PBR audit team) related to safeguarding practices and child safety policies and procedures identifying risk areas and opportunities for continuous improvement

#### **General Responsibilities**

- Undertake research and other projects as directed
- May have direct contact with children and will be required to follow all appropriate policies
- Maintain a Child Safe environment including reporting responsibilities and procedures
- Will actively participate in continuous improvement – learning and development programs and performance management programs
- Maintain behaviours in line with company values and adhere to all company values, principles, policies and procedures
- Other tasks and duties as requested

#### **Key Competencies**

- Experience and demonstrated knowledge of health and safety and Child Safety legislation and standards and its application within an organisation
- A strong focus and commitment to quality, compliance and reporting requirements.
- An ability to provide high-level advice in health and safety matters
- Well-developed interpersonal, verbal and communication skills, with the ability to communicate at all levels
- Demonstrated reliability in meeting deadlines and commitments, with an ability to set realistic goals, problem-solve and establish work priorities
- Flexible and adaptable with ability to problem solve and multi-task
- Integrity, with an ability to handle confidential information
- Ability to work un-supervised and under pressure
- Ability to work as a team & to lead by example
- Strong organisational skills and time management skills with ability to prioritise and follow-through
- High standard computer skills including Microsoft suite
- Focus on service excellence, exceeding internal and external customer expectations

#### **Qualifications & Experience Required**

- Qualifications (certificate/diploma/degree) in safety, social or community services, child welfare or other like discipline
- Demonstrated experience and/or qualifications in auditing, risk management desired
- Experience in complex audits and compliance inspections



- Experience in hazard identification and risk management
- Knowledge of safety legislation and statutes, including child safety legislation

**Key Relationships**

- PBR staff, volunteers and visitors
- External stakeholders including elected officers and senior management in public and private organisations, such as training providers

**Health & Safety**

Employees have a responsibility to:

- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Co-operate with management in its fulfilment of its legislative obligations.
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- To report any injury, hazard or illness immediately, where practical to their supervisor.
- Not place others at risk by any act or omission.
- Not wilfully or recklessly interfere with safety equipment.

The following health and safety factors are relevant to this position

Frequent (occurs 1/3-2/3 of time)	Constant (occurs 2/3+ of time)
<ul style="list-style-type: none"> <li>• Manual handling task (0 – 9kg)</li> <li>• Gripping, holding, clasping with fingers/hands</li> </ul>	<ul style="list-style-type: none"> <li>• Hand/arm movement i.e. stacking, reaching, typing and sorting</li> <li>• Walking on uneven surfaces</li> <li>• Sitting at workstation</li> <li>• Responsibility for the safety of others</li> </ul>

**Additional Notes**

- Some weekends and public holiday work will be required on a rostered and negotiated basis
- As Puffing Billy Railway’s peak time is during the Victorian school holiday period, taking leave during school holidays is limited
- Puffing Billy Railway is a child-safe organisation. All employees and volunteers are required to undergo a National Police Check, a Working with Children Check and sign our Child Safe Policy and Child Safe Code of Conduct.
- PBR is a zero drug and alcohol workplace – workplace participants maybe subject to unannounced drug and alcohol testing

**Acknowledgment**

I have read and understood the above position description and I agree to undertake the duties outlined. I declare that I have no health, medical or other restrictions that would affect my ability or capacity to undertake these duties in a safe manner.

Employee  
Name: \_\_\_\_\_



Employee  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved By:	Peter Abbott	Date:	September 2021
Last Updated By:	Vikki Ducrow	Date:	September 2021



Puffing Billy Railway's staff and volunteers are committed to providing positive experiences for children in an environment that is caring, nurturing and safe.

**Our Children, Our Focus, Our Future, Speak Up!**