

POSITION DESCRIPTION

NSLHD- Manager, Staff Wellbeing

COLLABORATION
OPENNESS
RESPECT
EMPOWERMENT

SPEAKING UP FOR SAFETY

Organisation	NSW Health
Local Health District / Agency	Northern Sydney Local Health District
Position Classification	Health Mgr Lvl 4
State Award	Health Managers (State) Award
Category	Human Resources and Recruitment Work Health and Safety Work Health and Safety Management
Vaccination Category	Category B
ANZSCO Code	
Website	www.nslhd.health.nsw.gov.au/

PRIMARY PURPOSE

The NSLHD Manager, Staff Wellbeing is responsible for the leadership direction in developing and driving the NSLHD Health & Wellbeing (H&W) planning to influence cultural change across the organisation, ensuring a proactive approach to the integration of H&W strategies into decision making and management practices across the District.

The position holder leads the ongoing continuous improvement of our approach to Wellbeing strategic management, across a range of internal and external programs and legislative requirements, where people are physically and psychologically safe in our workplaces and are supported to maximise their health and wellbeing.

To provide Northern Sydney Local Health District (NSLHD) Managers and workers with a comprehensive Health and Wellbeing (WHS) Strategy that supports:

- Healthy Bodies,
- Healthy Places,
- Healthy Minds and
- Healthy Culture

ESSENTIAL REQUIREMENTS

As a leader you are expected to support the organisation achieve the aims of the health & safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace. NSLHD supports diversity and inclusion and these principles should be applied when interacting with our patients and work colleagues.

COVID-19 VACCINATION COMPLIANCY

All NSW Health workers are required to have completed a primary course of a COVID-19 vaccine which has been approved or recognised by the Therapeutics Goods Administration (TGA). New applicants must have completed the vaccination course prior to commencement with NSW Health, or provide an approved medical contraindication certificate certifying the worker cannot have any approved COVID-19 vaccines available in NSW. Acceptable proof of vaccination is the Australian Immunisation Register (AIR) Immunisation History Statement or AIR COVID-19 Digital Certificate. Booster doses are highly recommended for all health care workers who have completed the primary course of COVID-19 vaccinations. Please provide proof of booster vaccination if available.

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NSLHD- Manager, Staff Wellbeing



KEY ACCOUNTABILITIES

Strategically

Contribute at a senior level to actively develop, manage and drive the implementation of Health & Wellbeing strategies through collecting and analysing wellbeing data to identify risks and trends, and implement strategies to continuously improve health and wellbeing across NSLHD.

Operational / Advisory

Manage the day to day administration of the Employee Assistance Program and Wellbeing advisory service across all sites in NSLHD in order to provide support to managers within NSLHD. Ensure the provision of a range of reports and detailed, reliable analysis on EAP/Wellbeing performance to support strategic decision making processes and identify opportunities for continuous improvement.

Human Resource Management

To manage and support the EAP & Wellbeing staff working across the different sites in NSLHD through performance development, training and rostering to ensure quality of services and compliance with NSLHD policies and facilitate inter team relationships between units within HSW unit.

Financial

Accountability for the EAP & Wellbeing team service delivery within budget allocated; consider the financial impact of H&W strategies to ensure recommendations are realistic and achievable for the overall LHD budget.

Customer Service

Ensure efficient and effective service provision from the department to all customers, both internal and external, as listed in this position description;
Develop and instil a culture of quality improvement and customer service within the team reports.

Safe Practice and Environment

Engage with senior executive and key stakeholders in the District to promote that they and their staff are informed and contribute to improving the health, safety & wellbeing of staff in the workplace.

Risk Management

Undertake business unit risk planning and risk assessments, ensuring competence in risk management and assessment. Understand and abide by the organisation's risk policies, maintaining an understanding of the operational and risk management context, managing risk accordingly.

KEY CHALLENGES

- Lead the change management processes to engage key stakeholders to undertake an LHD wide baseline Wellbeing psychosocial risk assessment to inform and support the development of the LHDs framework and associated strategy and program implementation to support a Mentally Healthy Workplace.
- Keeping abreast of changing legislative framework and requirements. Negotiating, implementing and inspiring change within a large complex Health Service.
- Analysing emerging Health & Wellbeing issues and developing strategies to manage them within realistic financial expectations. Maintaining focus and momentum regarding complex lengthy projects with many stakeholders.

KEY RELATIONSHIPS

Who	Why
Director Health Safety & Wellbeing	Direct report for overall direction, escalation and support. Communicate and collaborate in the delivery of position responsibilities.
EAP team and Wellbeing Consultant/ <i>Wellbeing team</i>	Manage and lead a team of Wellbeing and EAP staff to develop, implement and evaluate Wellbeing programs including monitoring the quality and promotion of services provided by the Internal/ External EAP provider.

POSITION DESCRIPTION

NSLHD- Manager, Staff Wellbeing

NSLHD HSW teams and P&C Directorate	Liaise with broader HSW and P&C teams working cohesively and collaboratively to develop and achieve HSW and P&C strategic objectives, plans and initiatives. Share information, complete projects, working groups, identify and resolve issues and reduce risks.
Internal NSLHD Customers and Key Stakeholders	Liaise, develop, support and advise in relation to overall Wellbeing risk management strategy at LHD/facility/ service level. Front line stakeholders who are managing workers and delivering healthcare services at the facility level. Need effective liaison and influence, to achieve positive Wellbeing system implementation outcomes and improvements.
External Agencies/ Service Providers, and State Regulatory bodies, eg SafeWork, SIRA, NSW Ministry of Health, LHDs	Sharing insights, learning and information, reporting requirements, collaborating on strategic plans, initiatives and improvements, participate in working groups and education forums, influence policy change

SELECTION CRITERIA

1. Consistently demonstrates behaviours that reinforce the CORE Values of our organisation; Collaboration, Openness, Respect and Empowerment. Demonstrates these behaviours with all stakeholders; colleagues, direct reports, as well as our patients and consumers, and those that care for them.
2. Relevant tertiary qualifications in an appropriate discipline and extensive experience in the risk management for prevention and management of physical and psychosocial risk factors and injuries.
3. Demonstrated superior influencing and negotiation skills with all levels of staff, management, and stakeholders to ensure success in the development and implementation of the district Health & Wellbeing strategy and programs.
4. Excellent strategic planning and project management skills, including the ability to make complex judgements and take initiative within the delegated areas.
5. Demonstrated high level written and verbal communication, interpersonal and conflict resolution skills and the ability to identify key messages, issues and concerns when communicating with others and ability to prepare reports for senior audiences, eg Executive, Board
6. Demonstrated strong team management and leadership skills to enhance staff performance, influence workplace culture and experience in contributing to developing and implementing change management strategies.
7. Evidence as a flexible, motivated, effective team player with the capacity to develop and maintain effective and collaborative working relationships and participate in an inclusive risk management team.
8. Computer literacy appropriate to the level and responsibilities of the position and a current drivers licence (with ability and willingness to travel throughout NSLHD).

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NSLHD- Manager, Staff Wellbeing

JOB DEMANDS CHECKLIST	
<p>The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment. Identification of possible risk can also assist with the development of a training plan for the occupant to ensure the risks are minimised.</p> <p>Each position should be assessed at the site as to the incumbent's (or future incumbent's) OHS responsibilities specific to the position. This form is to be completed in consultation with the manager/supervisor of the position being recruited for.</p> <p>Infrequent: intermittent activity exists for a short time on a very infrequent basis Occasional: activity exists up to 1/3 of the time when performing the job Frequent: activity exists between 1/3 and 2/3 of the time when performing the job Constant: activity exists for more than 2/3 or the time when performing the job Repetitive: activity involved repetitive movements Not Applicable: activity is not required to perform the job</p>	
Physical Demands	Frequency
Sitting - remaining in a seated position to perform tasks	Frequent
Standing - remaining standing without moving about to perform tasks	Occasional
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Occasional
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Infrequent
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	Infrequent
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling - remaining in a kneeling posture to perform tasks	Infrequent
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	Infrequent
Leg / Foot Movement - Use of leg and / or foot to operate machinery	Infrequent
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	Occasional
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	Occasional
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	Infrequent
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	Not applicable
Reaching - Arms fully extended forward or raised above shoulder	Infrequent
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	Infrequent
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	Infrequent
Hand & Arm Movements - Repetitive movements of hands and arms	Frequent
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	Occasional
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	Not applicable

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NSLHD- Manager, Staff Wellbeing

Driving - Operating any motor powered vehicle	Occasional
Sensory Demands	Frequency
Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	Constant
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	Frequent
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	Not applicable
Taste - Use of taste is an integral part of work performance e.g. Food preparation	Not applicable
Touch - Use of touch is an integral part of work performance	Infrequent
Psychosocial Demands	Frequency
Distressed People - e.g. Emergency or grief situations	Occasional
Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness	Occasional
Unpredictable People – eg dementia, mental illness, head injuries	Infrequent
Restraining - involvement in physical containment of patients / clients	Not applicable
Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies	Infrequent
Environmental Demands	Frequency
Dust - Exposure to atmospheric dust	Infrequent
Gases - Working with explosive or flammable gases requiring precautionary measures	Not applicable
Fumes - Exposure to noxious or toxic fumes	Not applicable
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	Not applicable
Hazardous substances - e.g. Dry chemicals, glues	Infrequent
Noise - Environmental / background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting - Risk of trips, falls or eyestrain	Infrequent
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	Infrequent
Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C	Infrequent
Confined Spaces - areas where only one egress (escape route) exists	Not applicable
Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks	Not applicable
Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases	Infrequent