



## POSITION DESCRIPTION

<b>Position:</b>	Occupational Health and Safety Co-ordinator (Part time, 0.6)
<b>Employment type:</b>	12-month fixed term contract
<b>Department:</b>	Shared Services
<b>Reporting to:</b>	Director of Shared Services
<b>Salary Range:</b>	Band Level 3, FTE \$94,134 plus 12% Superannuation and Leave Loading 17.5%
<b>Contact:</b>	Alison Menzies, Director of Shared Services
<b>Date:</b>	June 2025

## POSITION SUMMARY

The purpose of this position is to ensure the College is compliant with Occupational Health and Safety (OHS) legislation and requirements, as well as implementing best practice OHS initiatives to ensure a safe and healthy workplace. This will include developing and managing policies and procedures, coordinating OHS audits, identification of OHS risk and developing strategies to mitigate risk, developing and implementing an annual OH&S plan, working with relevant consultants and organisations, promoting and advocating on OHS issues, and coordinating matters relating to injuries at work including Workcover and return to work plans. The position sits within the Shared Services team and will work closely with the HR and Properties and Facilities Services teams. The position also sits on the OHS Committee, the Emergency Planning Committee, and the Child Safe Committee.

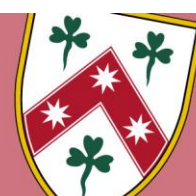
## SELECTION CRITERIA

1. A relevant tertiary qualification - OHS accredited course preferred.
2. Demonstrated work experience in a similar role and an understanding and commitment to compliance of Occupational Health and Safety requirements and legislation.
3. Demonstrated work experience and an understanding of WorkCover Management, requirements and legislation.
4. Excellent stakeholder management skills and demonstrated experience in embedding OHS in a workplace culture.
5. Strong organisational and time management skills with ability to prioritise competing demands and tasks in order to meet deadlines.
6. The ability to positively contribute and work within a team environment in addition to working Independently and with autonomy.
7. Strong written & verbal communication skills.
8. Ability to ensure privacy, confidentiality and sensitivity in dealing with staff, management and students.

### Further Information:

- The successful applicant must hold, or be in the process of securing, a Working with Children check.
- Applicants must be Australian Citizens, Permanent Residents or hold a valid work permit or visa. If called for interview evidence of status will be required.

## KEY RESPONSIBILITIES





### Occupational Health and Safety

- Promote a safe working culture which includes employee wellness and the provision of a safe working environment
- Assist with the coordination of the quarterly Occupational Health and Safety Committee Meetings and act a Secretary to this Committee.
- Develop, implement and manage an annual OHS plan for the College ensuring best practice and compliance with relevant legislation.
- Ensure procedures exist to effectively manage the reporting of hazards and incidents, including monthly reports and statistics.
- Conduct hazard and risk assessments and undertake incident investigations.
- Arrange First Aid Training and refresher courses for staff and ensure First Aid kits are regularly stocked.
- Co-ordinate workplace inspections and audits.
- Co-ordinate the replacement of Health and Safety Representatives (HSRs) and deputy HSR vacancies as they arise, including arranging training and keeping records with regards to terms of office and refresher training.

### WorkCover Management

- Management of all matters related to injuries at work including workers' compensation.
- Act as the Return-to-Work Co-ordinator co-ordinating return to work plans, liaising with insurers, medical advisors, management and staff.
- Liaise with the College's WorkCover Insurance provider regarding WorkCover cases and legislation compliance.
- Monitor WorkCover claims and provide monthly WorkCover records and statistics.

### Return to Work Coordinator

Act as the Return-to-Work Coordinator for the College to help ensure compliance with its return-to-work obligations under the Workplace Injury Rehabilitation Compensation Act 2013 (the Act). As the Return-to-Work Coordinator you will be empowered to speak on behalf of the College to make return to work related decisions in the absence of the Warden and Director of Shared Services as per the provisions stipulated under the Act.

### Other duties

- Secretary to the Child Safe Committee including preparation of monthly Child Safety reports for the Senior Management team and Board.
- Assist the Property and Facilities team with Emergency and Critical Incident management as required.
- Other duties as required by the Director of Shared Services

### CHILD SAFETY

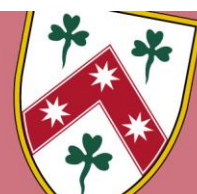
Trinity College is committed to providing a safe, secure, disciplined and quality learning and residential environment in which all students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the student. The College is committed to the safety of all children including those from culturally and/or linguistically diverse backgrounds.

### OCCUPATIONAL HEALTH AND SAFETY (OHS)

All staff are responsible for safe work procedures and instructions.

**All Employees** must:

- Comply with the Trinity College OHS Policy
- Cooperate with your employer about any action they take to comply with the OHS Act or Regulations.
- Comply with safe work practices, with the intent of avoiding injury to yourself, others and damage to plant and equipment.





- Comply with any direction given by management for the intent of health and safety.
- Report all accidents and incidents that occur in the workplace immediately.
- Report all known or observed hazards to ensure corrective actions are implemented to avoid reoccurrence.
- Adopt work practices that support OHS in the workplace.
- Seek guidance for all new or modified work procedures implemented within the workplace
- Participate in meetings, training and other environment, health and safety activities as required.

## TRINITY COLLEGE

Founded in 1872 as the first college of the University of Melbourne, Trinity College is a unique tertiary institution that provides a diverse range of rigorous academic programs for more than 1,500 talented students each year from across Australia and around the world. These programs include:

- The Residential College for undergraduate students of the University of Melbourne, both resident and non-resident.
- The Pathways School, including Trinity College Foundation Studies (TCFS), a one-year course which prepares able overseas students for undergraduate entry to the University of Melbourne and other leading Australian universities.
- Trinity College Theological School (TCTS), which offers degree and other courses for training an forming Anglican clergy and others, on campus, online and in parishes.

Trinity has values of:

- Being respectful of ourselves and others
- Aspiring for excellence
- Seeking diversity and inclusivity
- Acting with integrity
- Fostering a sense of belonging

Trinity promotes academic excellence across a balanced, all-round education that includes both 'breadth' and 'depth' of content, together with the development of ethical values, personal integrity, leadership and social responsibility. A Trinity education is further characterised by a high level of international engagement and a strong commitment to equity and diversity.

These educational programs are supported by the College Library, Art Collection and Archives, Information Technology, the College Chapel and Chaplaincy, Music – including a world-class Choir – Marketing, Communications and Events, Human Resources, Property and Facilities Services, and Finance and Administration. The Advancement Office and Trinity College Foundation undertake friend-raising and fund- raising activities that benefit the College as a whole.

An Anglican institution, Trinity welcomes people of all faiths and none. The College celebrates, and is enriched by, the diversity of backgrounds of its staff and students.

