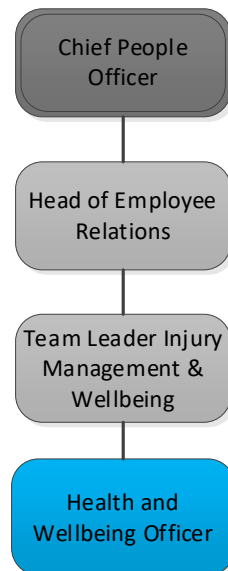


POSITION DESCRIPTION

| | |
|---|---|
| Position Title | Health and Wellbeing Officer |
| Position Number | 22208.1 |
| Division | Customer and Corporate Strategy |
| Branch | People, Learning and Culture |
| Grade | 15 |
| Special Requirements | A current "C" class driver licence |
| Physical and Environmental Demands | |
| Authorities | As applicable and as delegated by the General Manager |
| Key Direction/s | Supportive and process orientated |

Reporting Structure



Position Purpose

This is a pivotal role in enhancing health and wellbeing initiatives at Camden Council through the development of innovative programs, and dedication to health and wellbeing for staff within our Council. The position plays a crucial role in transforming our work environment and culture by researching, developing, and implementing health and wellbeing programs and providing advice and support to our staff and leadership team on the four pillars of health.

This role is responsible for promoting Councils Elev8 program and supporting the administrative functions associated with injury management and return to work.

Key Result Areas

- **Health and Well-being**
- **Injury Management**

- **Communication and Teamwork**
- **Customer Service**
- **Continuous Improvement and Innovation**
- **Corporate Core Values**

Key Duties & Responsibilities

Health and Wellbeing

- Operate as the Health and Wellbeing officer for council delivering technical and operational advice across a range of areas including pre-employment, occupational screening, and ongoing health monitoring of staff.
- Development and implementation of health and wellbeing programs, policies, and procedures to support the People, Learning and Culture function.
- Delivering the successful application of health and wellbeing initiatives and activities, increasing engagement and awareness
- Integrate and enhance health and wellbeing and injury management practices within councils' operations.
- Use appropriate communication channels with relevant information to all staff to promote wellbeing initiatives.
- Research, design, and implement a calendar of health and wellbeing initiatives that improve wellbeing outcomes for staff.
- Conduct comprehensive audits and reviews of health and wellbeing, injury management and safety instances data to identify trends and develop best practice models in response to data analysis.
- Apply risk management strategies to mitigate psychosocial issues.
- Liaise with staff through workplace surveys and working groups to identify and develop activities and education that focusses on key health messages.
- Develop pre and post surveys for staff for all health and wellbeing initiatives, collate and report on program outcomes.
- Support and promote EAP initiatives, programs and support mechanisms for staff and their families.
- Develop and promote education and programs that support staff in mental health, physical, social and financial wellbeing.
- Partner with key external stakeholders to develop programs in partnership to support the health and wellbeing of our staff.

Injury Management

- Maintain detailed knowledge of statutory and legislative requirements and relevant Council policies, codes and procedures applicable to health, wellbeing and injury management.
- Support the administration of Injury Management services.
- Assist with the development of recovery at work strategies that facilitates an early and safe return to work that is balanced with business operations and educational continuity.

Communication and Teamwork

- Build collaborative stakeholder relationships that ensure cooperation and commitment to achieve effective and efficient health and wellbeing programs.
- Support the administrative functions associated with injury management.
- Contribute as an effective team member to enable identified strategies, plans and customer services to be achieved.
- Participate in continuous improvement activities by contributing to team meetings and discussions, engaging in team projects and sharing information and techniques with staff and management.

Customer Service

- Demonstrate a strong customer focus which is accurate, responsive, timely and courteous.

- Respond to internal and external enquiries and complaints exercising initiative, judgement and discretion.
- Promote Council as professional, committed and customer focused by providing high level communication, consultation and quality services.
- Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan always as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working for Council.

Continuous Improvement and Innovation

- Actively participate in continuous improvement activities to improve and grow human resources services to the organisation.
- Review and further develop relevant policies and procedures.

Corporate Core Values

- Continuously display Council's corporate core values of Leadership, innovation, partnership, commitment and customer focus and safety.

WHS Responsibility

- Comply with Council's WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area

Risk Management Responsibilities

- To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.
- Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable
- Must be aware of operational and business risks. Particularly:
 - understand and adhere to the principles of Risk Management within their job role;
 - assist Managers and Team Leaders in identifying risks and risk treatments in their job role;
 - provide input into various risk management activities;
 - report all emerging risks, issues and incidents to their manager or appropriate officer; and
 - follow Council policies and procedures.

Essential and Desirable Criteria

Essential

- Tertiary qualifications in Safety or Human Resources or equivalent discipline or equivalent demonstrated experience in a similar role.
- Demonstrated ability to interpret and implement legislation, relevant awards, codes, policies, and procedures and develop measures that develop capability of staff and leaders to confidently manage their obligations and responsibilities associated with health, wellbeing and injury management.
- Demonstrated ability to use initiative and act independently to ensure excellence in customer service and best practice.
- Excellent interpersonal, verbal, and written communication skills with the ability to negotiate, consult and provide advice on health and well being initiatives and injury management.
- The ability to effectively coordinate health and wellbeing initiatives across the whole of council tailoring initiatives to workgroups and demographics within Council.
- Demonstrated experience in leading the design, implementation and evaluation of wellbeing activities and stakeholder management in a diverse work environment.
- Demonstrated ability to apply EEO, WHS and ethical practice principles and to act with probity and confidentiality at all times.

Desirable

- Experience in Local Government.

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|--|----------------------------|
| Prepared By | Head of Employee Relations |
| Date Prepared | October 2024 |
| <p>I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.</p> <p>I understand that this position description may change with organizational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.</p> | |
| Employee Name: | |
| Employee Signature: | |
| Date: | |