



Position description

Position title	Health & Safety Advisor (Wellbeing & Injury Management)
Group / Branch	Health & Safety / People, Safety & Governance
Reports to (Title)	Health & Safety Lead
Competency level	Individual Contributor

Job Purpose

As our Health and Safety Advisor – Wellbeing and Injury Management you will be responsible for managing work related and non-work-related injuries and illnesses, co-ordinating return to work plans and assisting employees to return to work in a safe and sustainable manner.

Reporting to the Health & Safety Lead and working closely with the People Operations teams and People Leaders within South East Water, you will lead early intervention and return to work strategies to ensure employees are supported to achieve sustainable return to work outcomes.

Develop and implement the SEW Wellbeing Plan on an annual basis aligned to the SEW Wellbeing Framework and the Pillar of “We Care”.

More broadly, the Health and Safety Advisor is also responsible for assisting the Health & Safety Lead in the successful implementation of the Safety Operations Plan focused on moving to a leading safety culture at South East Water. This role will engage with key stakeholders to build a positive safety culture that empowers every individual working at South East Water to take accountability and responsibility for health and safety.

This position will work closely with other Health & Safety Advisors in the team on a day-to-day basis including participating in incident investigations to ensure that investigations are closed out in a timely manner, safety alerts are communicated promptly; and incident learnings are shared and leveraged to improve processes.

The role will contribute to building a strong team culture where each Health & Safety Advisor is seen as a safety champion driving changes and improvements across the organisation.

Identify trends, risks and proactively make decisions that safeguard the health and safety of our employees and contractors, using data and insights from across the organisation.

Key Accountabilities

Wellbeing and Injury Management and Return to Work (specific responsibility)

- In consultation with the Health & Safety Lead manage the Injury Management and Return to Work for employees presenting with work-related and non-work-related injuries and illnesses including early intervention to ensure a safe and sustainable



return to work and/or redeployment outcomes for impacted employees. Ensure confidentiality and privacy policies and procedures are adhered to.

- Support development and implementation of the Wellbeing Plan on an annual basis in consultation with the Health & Safety Leadership Team, Future Workforce and People Operations teams and including liaising with key external providers for their wellbeing services e.g. EAP Provider, Workers Compensation Insurer, Salary Continuance Insurer etc.
- Assist the Health & Safety Lead to deliver the health and safety strategic objectives and build a culture of continuous improvement and innovation in health and safety practices.
- Assist the Health & Safety Lead to drive effective communication strategies to ensure that safety messages are not just heard but fostered into open and honest safety conversations.
- Work closely with other Health & Safety Advisors in the team to co-ordinate, promote and implement health and safety initiatives, projects and programs in alignment with the overall Health & Safety Strategy.
- Work collaboratively with and build strong trusted relationships with key internal and external stakeholders to achieve the requirements of the Health & Safety Strategy.
- Ensure continued compliance with all safety regulations in consultation with Health & Safety Lead and Health & Safety Lead Systems to maintain requirements of ISO45001 and ISO45003 certified Management System.
- Implement major safety related projects in consultation with Health & Safety Lead and other Health & Safety Advisors to ensure the organisation has a leading Safety Management System to support a positive safety culture.
- Assist the Health & Safety Lead to implement leading practice company-wide safety initiatives as well as supporting business units to lead and manage an effective contractor management system and model.

Knowledge, Skills & Experience

- Return to Work Co-ordinator Certification (WorkSafe Victoria approved (essential)
- Relevant qualifications in Occupational Rehabilitation, Allied Health, Work Health and Safety or a related discipline.
- Proven experience in an Injury Management / Return to Work role including end to end processes for both claims and case management.
- Solid understanding of workers compensation legislation within Victoria and including return to work obligations for work related and non-work-related injuries and illnesses
- Highly organised with great time management skills
- Demonstrated experience in a similar role with a proven track record of delivering positive outcomes.
- Strong health and safety leadership experience to inspire, influence and motivate internal and external stakeholders.
- Strong understanding of data analytics and ability to identify trends to improve health and safety performance.
- The ability to work across a matrix structure and to influence change.
- Highly developed interpersonal skills including communication (verbal and written), consultation, stakeholder engagement
- Excellent presentation and facilitation skills tailored to meet audience requirements (desirable)



Dimensions

Organisational Chart



Number of people managed:

Nil

Size of budget managed:

N/A

Value of Assets managed:

N/A

Ensuring a sustainable, resilient organisation:

Authorities outlined in [Instrument of Delegations](#) none

Compliance management responsibilities outlined in the [compliance and obligations register](#) none

South East Water operates a 24/7 service environment. Whilst this role does not involve after-hours rostered duty, all employees may be required to provide out of hours support from time to time as required