

Work, Health & Safety Manager



Position Description

Reporting Director, People, Safety & Wellbeing	Location Kalimna	Hours Full time	Contract Ongoing	Reports No	Job Level Senior Manager
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Role Purpose

The Work, Health & Safety Manager (WH&S Manager) leads GLaWAC's Work, Health and Safety strategy and operations, ensuring a culturally safe workplace that protects employees, contractors, visitors, and community members from harm, and supports their wellbeing across Country, offices and project sites. The role sets policy, provides Board and management reporting, builds capability, and oversees risk management, incident response, and continuous improvement – aligning WH&S practices with cultural protocols, legal compliance, and the corporation's strategic plan.

The Role

Strategy & Governance

- Develop, implement, and review the WH&S strategy, policies, and procedures that integrate cultural safety, the Whole of Country Plan, and GLaWAC's Strategic Plan.
- Establish WH&S governance mechanisms (e.g. safety committees, dashboards, audits), and provide regular reports to the Executive and Board.
- Ensure alignment with relevant WHS/OHS legislation and standards, Codes of Practice, and industry best practice.

Risk Management & Compliance

- Lead enterprise-wide hazard identification, risk assessment, and control processes (including for fieldwork on Country, heritage assessments, offices, vehicles, and remote operations).
- Maintain compliant systems for incident reporting, investigation, corrective actions, and notifiable incidents.
- Oversee contractor WH&S prequalification and assurance programs, ensure safe systems of work and permits to work where applicable.
- Coordinate internal and external audits, inspections, and verification activities. Monitor regulatory changes and update the system accordingly.

Culture, Capability & Engagement

- Champion a culture of safety and cultural safety, embedding psychological safety and respect for cultural obligations (e.g. Sorry Business, ceremony, cultural leave).
- Design and deliver training (inductions, risk awareness, field safety, trauma-informed practice, manual handling, first aid, emergency response, cultural safety modules), as required in conjunction with the L&D Co-ordinator and the Health & Wellbeing Manager.
- Coach leaders to meet due diligence obligations, build capability in managers and supervisors to manage WH&S risks proactively.

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The Role – continued

Operations & Programs

- Oversee injury management, workers' compensation, and safe return-to-work programs, in partnership with HR.
- Maintain emergency management plans, crisis response protocols, and business continuity considerations for remote work and field operations.
- Implement health and wellbeing initiatives (e.g. fatigue management, mental health supports, and vicarious trauma prevention for heritage teams) in collaboration with the Health & Wellbeing Manager.
- Ensure fit-for-purpose PPE and equipment, incorporating cultural considerations (e.g. gendered clothing needs, bush/remote conditions).

Stakeholder Relationships

- Partner with Elders, Traditional Owners and cultural advisors to ensure WH&S approaches respect cultural protocols and obligations.
- Liaise with regulators, insurers, contractors, and partner organisations. Represent the corporation in safety forums and industry networks.
- Collaborate closely with HR, Health & Wellbeing, On Country teams, Corporate Operations, Growth & Sustainability and the CEO's Office, to ensure an integrated risk management framework and approach.

Systems, Data & Reporting

- Own the WH&S management system (policies, procedures, forms, registers), and digital platforms. Drive data quality and analytics.
- Provide timely reports, insights, and recommendations to the Executive/Board, including leading indicators, lag metrics, and trends.
- Track and deliver continuous improvement projects, benchmark performance and implement targeted interventions.

Essential Skills/Experience

- Tertiary qualification in Occupational Health & Safety or related field, or equivalent experience.
- Significant experience leading WH&S in multi-site/field-based environments, ideally including remote/regional work.
- Strong knowledge of Australian WHS/OHS legislation and Codes of Practice (ideally Victorian), incident investigation methodologies, and risk management frameworks.
- Demonstrated experience embedding cultural safety and trauma-informed practices in policies, training, and day-to-day operations.
- Proven leadership of teams and contractors, with excellent communication, influence, and coaching skills.
- Competence with WH&S management systems, data analytics, and reporting, including at Executive and Board level.
- Knowledge of Gunaikurnai culture, values, aspirations and customs, and experience working with the Gunaikurnai people, community and key organisations and stakeholder groups.
- Experience working with Aboriginal people, including a demonstrated ability to communicate and engage sensitively and effectively with Traditional Owner led communities and organisations. Knowledge of the social and cultural issues they experience along with a genuine appreciation of and respect for their culture.
- Demonstrated capacity to plan, coordinate, organise and deliver work in a self-motivated manner.
- Ability to give directions and work in a safe manner at all times.
- The ability to drive and manage change.
- Highly motivated, with a track record of always seeking continuous improvement.

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Desirable Skills/Experience

- Qualifications such as ICAM/TAPROOT investigation training, Cert IV TAE (training/assessment), First Aid/Remote First Aid.
- Knowledge of mental health, wellbeing, and psychosocial hazard management frameworks.

Other Requirements

- Although we may offer work flexibility to work from home, the employer can direct you to return to the office.
- Always demonstrate GLaWAC values.
- Undergo vaccinations where applicable.
- Current Victorian Manual Driver's Licence.
- Mandatory random Drug and Alcohol Testing (Policy Agreement).
- Working With Children Check and/or Police Check.
- Commitment to your work and team.
- Commitment to complete mandatory training.
- Other duties as required.

Core Leadership Capabilities

- Cohesive – have each other's backs
- Cultural – have the REAL conversations
- Courageous – Be respectful and safe
- Persistent – Be committed to the purpose and lead by example