

Position Profile

Designation:	Health, Safety & Environment (HSE) Coordinator
Reporting to:	Senior HSE Advisor
Based in:	Subiaco, Western Australia (AWC Head Office)
Date Reviewed	5/03/2024

Organisational context:

Australian Wildlife Conservancy (AWC) is the largest private (non-profit) owner of land for conservation in Australia. We protect endangered wildlife at over 31 locations which we own or manage in collaborative partnerships. AWC's involvement covers a total of more than 12.9 million hectares in iconic regions such as the Kimberley, Cape York, the Top End and Kati Thanda-Lake Eyre. With a focus on practical land management, informed by world-class science, AWC is implementing a dynamic new model for conservation.

AWC's mission - *to deliver effective conservation for all native animal species and their habitats* - is achieved by:

- **Operations** - delivering effective large-scale land management including fire management, feral animal control, weed control and infrastructure management.
- **Science** - delivering a nationally-coherent program of ecological surveys with a focus on monitoring key conservation assets and threats, conducting applied research relevant to wildlife conservation, implementing conservation programs including reintroductions, and providing advice to management.
- **Fundraising** - mobilising finance (primarily, tax deductible donations) from the general public and philanthropists including through effective communication of AWC conservation programs.

The delivery of AWC's mission is highly reliant on all AWC staff working collaboratively with each other under a model called *OneAWC*. *OneAWC* is defined as 'a cohesive, engaged, collaborative, high performing group guided by strong, effective leaders. A group of people who all understand AWC's mission, vision and their role in contributing to the achievement of mission and vision, all connected and working towards a common purpose, guided by a set of shared values'.

AWC values:

AWC's work is directed at achieving our mission – the effective conservation of Australia's wildlife and their habitats – and is guided by the following values. At AWC, we are:

- **Accountable** – taking ownership of our actions and outcomes
- **Informed** – working together to acquire and apply evidence, knowledge and experience
- **Respectful** – demonstrating care, recognition and integrity
- **Dedicated** – committed to delivering effective outcomes, with resilience and tenacity
- **Innovative** – applying creative thinking for effective solutions
- **Sustainable** – delivering long-term financial and ecological viability.

General description of role:

With a recent departure, AWC's HSE Team are taking the opportunity to restructure and recruit for a HSE Coordinator to work alongside the Senior HSE Advisor.

With the majority of AWC's 250+ staff and countless volunteers working in the field, alongside many external visitors attending our sanctuaries in some of the most remote parts of the country, there are considerable health and safety risks that require an unconventional approach to manage.

AWC have an established HSE Management System that has been well implemented to manage the risks associated with e.g. geographically isolated workers, remote outback driving/4WDing, firearms, animal handling, bush firefighting, aviation (helicopters, fixed wing and UAV/drones), remote extreme weather/climatic events and emergency preparedness/business continuity.

The HSE Team play a crucial role in collaborating with and communicating to the business on HSE related matters, investigating and reporting on incidents, administering, maintaining and improving this management system to enable AWC to achieve its mission.

Critical competencies

- A passion for wildlife conservation and land management
- A background in HSE, preferably in a multi-site operational &/or regional context
- Experience with HSE management systems, incident investigations, risk assessment and training delivery
- Exceptional interpersonal and professional writing communication with the ability to influence stakeholders of various backgrounds
- Ability to work effectively with a geographically dispersed organisation across various time zones
- Excellent organisational skills, with a strong attention to detail and demonstrated ability to prioritise and deliver tasks in an efficient manner
- An understanding of how to access and interpret state and federal health and safety legislation, codes of practice and standards
- Strong knowledge of and experience with Microsoft Suite (Sharepoint, Word, Excel, Outlook and Powerpoint)
- Good information technology, database, intranet content update, and computing skills
- Experience with workers compensation, ISO accredited management systems, organisational environmental reporting (e.g. NGER) is desirable
- Experience with Tracertrak, Microsoft PowerBI and PowerApps is desirable

Qualifications:

- Certificate IV Work Health Safety
- Certificate IV Training and Assessment is desirable
- Tertiary qualifications in a relevant discipline (e.g. Science, OHS/WHS, environmental management, ecology, or agriculture/farming) is desirable

Licences & Certificates:

- ICAM Lead Investigator, Five Why Analysis or learning Teams is desirable
- A valid manual driver's license, and ideally with 4WD experience is desirable

Inherent requirements of the role:

The execution of tasks associated with the position is primarily office-based, however from time-to-time, you will be expected to travel to sites located in rural and semi-remote locations and can occasionally be away from an established field base. Whilst on site, the working environment can be outdoors and often in the extremes of weather – hot/cold and wet or dry. On occasion, there may be physical activities including walking in remote locations, carrying loads and driving manual 4WD vehicles. The successful applicant must be physically capable of performing these activities in order to carry out the inherent role responsibilities.

Responsibilities:

1. HSE systems and support

Key activities and responsibilities:

- Provide support to the Senior HSE Advisor
- Provide HSE advice, training and guidance to AWC staff
- Contribute to the maintenance and upgrade of the AWC HSE management system
- Contribute to HSE improvement initiatives across AWC in pursuit of positive culture change
- Contribute to the development of HSE training and delivery of HSE training
- Contribute to the development of HSE communications materials
- Maintain and provide support to the business for the HSE Incident Reporting System
- Contribute Review and development of risk registers and risk assessments
- Lead incident investigations for low and medium severity incidents/near miss events.

2. Emergency systems

Key activities and responsibilities:

- Maintaining and providing support across emergency response technology and systems (i.e. TracerTrak, SpiderTracks and Satellite phones)
- Contribute to the Emergency Response System framework and planning across AWC, including leading device and emergency test exercises
- Research, test and make recommendations on new and complementary technology and enhancements e.g. Spot X units or alternates and Starlink, ensuring cost effective communications and tracking.

3. Perth Office Safety

Key activities and responsibilities:

- Provide support for office safety for the Perth Office
- Manage office warden selection, training, and coordination, ensuring they are known and signage displayed
- Coordinate and participate in building emergency exercises and complete relevant reviews and checks with follow-up actions at least twice yearly.
- Complete regular checks of first aid kits (inventory replenishment), fire extinguishers, defibrillator unit, additional office safety and other equipment.
- Liaise with CFO (AWC Office Manager) and building services manager to coordinate floor and building security with other tenants and participate in the building safety committee.
- Coordinate Perth office level 2 safety committee (wardens and other nominees).
- Ensure sufficient trained first aiders on the floor, are known and signs displayed.
- Review first aid development, requirements and update First Aid guidance notes
- Complete annual office HSE inspection with the Office Manager.

4. Workers Compensation Activities

If the successful candidate has experience in workers compensation, key activities and responsibilities will include:

- Effective management of workers compensation claims, injury management and return-to-work activities to ensure the best outcome is achieved for both AWC and employee.
- Create, publicise (Malanet) and update the workers compensation workflow and process.
- Lodge and manage new and ongoing workers compensation insurance claims via the corporate insurance broker.
- Liaise with Managers to determine the legitimacy of claims or other concerns for the claim.
- Keep abreast of state and federal legislation as it applied to workers compensation and changes from time to time and ensure all workers compensation activities comply with relevant legislation.
- Manage workers compensation claims efficiently and confidentially with regard for both best practice return-to-work and ensuring claims are managed with respect to finance.

- Liaise with Health Professionals, AWC Managers and the AWC HSE Advisor to coordinate and implement return-to-work programs for injured workers, keeping relevant authorities, stakeholders (e.g. insurer) and local managers informed and up to date.
- Ensure that the manager and other staff in the workplace provide appropriate support to an injured worker on return-to-work post injury in a timely and complete manner.
- Ensure timely remittance of wages claims to relevant authorities.
- Provide information to injured staff on their rights and responsibilities.

5. Other

Key activities and responsibilities:

- Research the latest HSE related equipment developments to improve health and safety. Ensure AWC managed standards for equipment, including PPE, are developed, current, and applied to the procurement process.
- Evaluate effectiveness (including cost) of HSE improvement technology options and provide recommendations on enhancements.
- HSE Work Instructions (WIs) and Standard Operating Procedure (SOP) template maintenance
- Other tasks as directed by the HSE Advisor
- Being a Not for Profit with small Head office team, general hands-on assistance to provide coverage for other Perth based staff