



## POSITION DESCRIPTION

<b>Position Title:</b>	Occupational Health and Wellbeing Leader
<b>Cluster / Business Unit / Division</b>	Nuclear Safety, Security and Stewardship / High Reliability
<b>Section or Unit:</b>	Work Health & Safety / Health Centre
<b>Classification:</b>	Band 6 Ongoing
<b>Job Family:</b>	Human Resources / compliance
<b>Position Description Number:</b>	PD-2245
<b>Work Contract Type:</b>	Professional
<b>STEMM/NON-STEMM:</b>	STEMM Medicine

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### POSITION PURPOSE

The purpose of the Occupational Health and Well Being Leader position is to provide a diverse and holistic healthcare service to employees and advise management and employees as the Subject Matter Expert on occupational health and wellbeing issues. This includes designing and implementing health programs that takes into account work, family, health, personal and psychological concerns, educating workers and managers, conducting health screening, providing counselling and assisting with early intervention.

### ORGANISATIONAL ENVIRONMENT

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

The position sits within the High Reliability team which is comprised of a range of professionals who provide Safety, Health and Wellbeing services to the organisation. The key areas are conventional work health and safety, radiation and nuclear safety, risk assessment, investigations, rehabilitation, mental health and wellbeing, occupational hygiene, and health services. Typical hazards encountered at ANSTO includes radiation, working at heights, confined spaces, psychological, construction, demolition, chemicals, gases, noise, ergonomic and biological hazards.

The Occupational Health and Well Being Leader reports to the Work Health & Safety Manager and manages the operation and delivery of services provided by the Health and Wellbeing Centre.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

- Provide diverse health care services and injury management reviews (including first aid) to employees, and as the subject matter expert, provide advice to management and employees on occupational health issues.
- Liaise with stakeholders including occupational treatment providers and allied health professionals.
- Manage the day-to-day activities of the Health Centre and treatment room.
- Undertake administration tasks (e.g. purchase requisitioning, invoicing, maintenance of records) relating to Health Centre activities such as the purchase of medical supplies and equipment relevant to the provision of ANSTO's occupational health service.
- Provide professional advice, information and training in Occupational Health and Wellbeing e.g. Injury management, mental health, health programs etc.

- Source, implement, promote and review health and wellbeing programs for employees and management.
- Conduct health screening during the employee lifecycle e.g. Pre employment medicals, audiometry, spirometry, eyesight, vaccinations as required and apply professional judgment in making recommendations.
- Support the management of on-site emergency injury / illnesses by maintaining the treatment room, providing clinical assessment of presentations and where appropriate initial treatment or off-site referral if required.
- Develop and maintain employee's health records to ensure continuity of care and employee confidentiality in accordance with relevant ANSTO policies and procedures and relevant legislation.
- Assist with the development and implementation of ANSTO Health programs including Health Expo, Early Intervention, Drug & Alcohol program, Site Sport, Health and wellbeing outreach, influenza and immunisation, Mental Fitness programs.
- In collaboration with WHS team, co-ordinate the surveillance of actual and potential toxic or hazardous conditions in the work environment and health monitoring in accordance with relevant legislation.
- Work within ANSTO's management frameworks, safety procedures and standards, regulatory requirements and management principles. Fulfil WHS responsibilities as specified in AG-2362 of the ANSTO WHS system including acting as Contractor Supervisor for external resources.
- Undertake additional duties as required and during period of leave of other staff.

### **Decision Making**

- The position works within a framework of legislation, policies, professional standards, and resource parameters.
- The position is fully accountable for the accuracy, integrity, and quality of the content of advice provided and is required to ensure that decisions are based on sound evidence, at times will be required to make professional judgements.
- Non routine or complex decisions maybe refereed to the line manager or external resources if required.
- The position determines key work priorities within the context of agreed work plans and will consult with the manager and stakeholders on complex, sensitive and major issues that have a significant impact on the unit.
- The position has the ability to draw on other ANSTO resources to meet the requirements of Health and Wellbeing function.
- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

### **Key Challenges**

- Willingness to challenge established ways of working in favour of more productive approaches.
- Coordinate and complete required tasks in a timely manner against competing work priorities.
- Keep up to date with best practice and legislation to ensure compliance.
- Maintain communication with injured staff, supervisors and stakeholders to achieve best outcome for ANSTO workers.

### **KEY RELATIONSHIPS**

The position's key internal customers include all ANSTO staff including Line Managers, Emergency Response, WHS Team, Human Health Monitoring and HR Business Partners.

External stakeholders include occupational treatment providers, allied health professionals, transport services, resources for Health and Wellbeing programs, Comcare (Regulator), rehabilitation providers, supply companies and medical equipment maintenance companies.

Who	Purpose
<b>Internal</b>	
Work Health & Safety Manager	<ul style="list-style-type: none"> <li>• Receive guidance and direction.</li> <li>• Provide expert, authoritative and evidence-based advice.</li> <li>• Recommend and gain endorsement for plans, goals and other initiatives.</li> <li>• Point of escalation for non-routine or complex issues.</li> </ul>
Workers and Line Managers	<ul style="list-style-type: none"> <li>• Support and assist workers and line Management</li> <li>• Provide information, guidance, maintain communication.</li> <li>• Maintain worker confidentiality as required</li> </ul>
HR Business Partners	<ul style="list-style-type: none"> <li>• Support and assist Business Partners</li> <li>• Provide information, guidance, maintain communication.</li> </ul>
Other Occupational Health Nurse's	<ul style="list-style-type: none"> <li>• Collaborate and cooperate with team members.</li> <li>• Providing expert advice, analysis, training, and resources pertaining to Occupational Health &amp; Wellbeing.</li> <li>• Contribute to group decision making processes, planning and goals.</li> <li>• Provide information, guidance, maintain communication.</li> </ul>
Rehabilitation Advisor	<ul style="list-style-type: none"> <li>• Assist and support the rehabilitation function.</li> <li>• Provide information, guidance, maintain communication.</li> </ul>
Health related committees / Groups	<ul style="list-style-type: none"> <li>• Assist and support the committee as a Subject Matter Expert</li> <li>• Provide information, guidance, maintain communication.</li> </ul>
Key Stakeholders	<ul style="list-style-type: none"> <li>• Collaborate and work closely with key internal stakeholders</li> </ul>
<b>External</b>	
Occupational Health Physicians	<ul style="list-style-type: none"> <li>• Collaborate and work closely with key Occupational Health Physicians to ensure the best outcome for ANSTO workers.</li> </ul>
Medical and allied health providers	<ul style="list-style-type: none"> <li>• Collaborate and work closely with key Medical and Health Care Providers</li> <li>• Conduct annual review of suppliers to ensure they meet business requirements.</li> </ul>
Allied Health Professionals	<ul style="list-style-type: none"> <li>• Assist and support the rehabilitation function to ensure the best outcome to ANSTO workers.</li> </ul>
Regulators / Comcare	<ul style="list-style-type: none"> <li>• Provide information as required.</li> </ul>
Key Stakeholders	<ul style="list-style-type: none"> <li>• Collaborate and work closely with key external stakeholders</li> </ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to the Work Health & Safety Manager
Direct Reports	Contracted Medical and Allied Health Services Occupational Health Nurse Physiotherapist
Indirect Reports	Contracted Occupational Health Physician

<b>Financial Data (2022/2023)</b>	
Revenue / Grants	Nil

Operating Budget	Working within the forecast operational budget, identifying and recommending changes to the budget.
Staffing Budget	Recommending staffing requirements to meet Business As Usual, surge and increased demand.
Capital Budget	Working within the forecast capital budget, identifying purchases to ensure equipment is current leveraging technology, developing business cases.
Assets	Ensure current assets and maintained and replaced at End of Life

### Special / Physical Requirements

Location:	Based at Lucas Heights, Maybe required to infrequently travel to Camperdown and Clayton campuses. Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time In frequent travel to ANSTO sites within Australia In frequent travel both internationally and nationally
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Supporting and assisting staff that maybe in a state of distress. Occasional public speaking. Maybe exposed to Biological hazards that require wearing of personal protective equipment in line with health guidelines.
Radiation / Hazardous areas:	May be required to enter areas where hazardous chemicals or radiological materials are handled under tightly controlled safety conditions.
Hours:	After hours work may be required for short and infrequent periods
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain appropriate ANSTO clearance

### Workplace Health & Safety

Specific role/s as specified in <u>AP-2362</u> of the ANSTO WHS Management System	All Workers Supervisor / Leader Area Supervisor / Building Warden Contractor Supervisor  Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties
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### ORGANISATIONAL CHART

Refer to published organisation chart.


### KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree / Certificate in Nursing and relevant nursing experience and accreditations; (Mandatory)
2. Current registration with the Australian Health Professionals Registration Association; Registered Nurse – No restrictions. (Mandatory)
3. Demonstrated ability to provide a wide range of nursing services (Mandatory)
4. Demonstrated ability to develop and implement health related programs (Mandatory)
5. Demonstrated experience and training in Drug & Alcohol Management Programs. (Mandatory)
6. Sound knowledge of relevant legislation; (Mandatory)

7. Current qualifications as Nurse Immuniser (Mandatory)
8. Knowledge and experience in performing pre-employment and health related screening including audiometry and spirometry assessments; (Mandatory)
9. Knowledge rehabilitation case management to assist the rehabilitation function; (Desirable)
10. Work in a highly collaborative way, building and maintaining productive working relationships within ANSTO and with external suppliers and partners; (Mandatory)
11. Pro-actively share knowledge and information within the team; (Mandatory)
12. Strong Customer focus; (Mandatory)
13. Strong communication skills, both verbal and written, maintaining confidentiality; (Mandatory)
14. Competent with various IT platforms and software e.g. SAP, Word, Excel, Outlook. Experience with health practice software e.g. Cority. (Mandatory)

#### VERIFICATION

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position.

Line Manager		Delegated Authority	
Name:	Ralph Blake	Name:	Karen Wolfe
Title:	WHS Manager	Title:	General Manager High Reliability
Signature:	<i>Ralph Blake</i>	Signature:	
Date:	16 September 2022	Date:	06 October 2022