



metro assist

WHS Manager

- ✓ Part time fixed term contract (7 hrs per week)
- ✓ Attractive not-for-profit salary packaging options
- ✓ Convenient location based at Campsie
- ✓ Potential future opportunity for extended role/hrs

Are you a qualified and experienced WHS professional looking for a unique opportunity in a dynamic not-for-profit organisation? If so our position is for you!

Metro Assist Limited has a unique opportunity for an experienced WHS Manager to provide expert support and advice to the organisation on all matters relating to workplace health and safety. The role is pivotal in building the capacity of managers to ensure the WHS management system is embedded effectively into all areas of the organisation. The position is responsible for the evaluation and continuous improvement of the WHS management system and its implementation across Metro Assist, and in addition leading, positively influencing and building collaborative solutions to workplace health and safety across the organisations multiple sites and programs.

The ideal candidate will be self-motivated, possess a strong safety ethic and will have the capacity to collaborate with all levels of the organisation.

Metro Assist provides flexible working arrangements and plenty of professional development opportunities to its employees. If you are looking for a part time role to complement your other roles or are returning to work, we are willing to consider your work hours requirements and career prospects. Please mention your requirements/interest in your application.

The position is part time and classified as Level 6 under the SCHCADS Award plus superannuation and generous not-for-profit salary packaging options. The hourly rate will range between \$45.23 - \$47.21 dependant on qualifications and experience.

Essential Selection Criteria

- Formal qualifications in Workplace Health and Safety or related discipline
- Expert knowledge of WH&S legislation, regulations, codes and standards
- A certified return to work coordinator, with experience managing end to end injury management/ workers compensation claims
- Experience in providing advice and support to managers and employees on all areas of WHS
- Experience in developing in-house WHS training materials and delivering training programs
- A thorough conceptual understanding of risk management principles and practices
- Experience in chairing and facilitating a WHS Committee and WHS consultations
- Excellent written and verbal communication and negotiation skills (including reports, briefing papers, training)
- Excellent computer literacy
- Strong problem solving and decision making skills
- Excellent organisational, time, task, planning and priority management

Desirable Selection Criteria

- Certificate IV in Training and Assessment
- Current Driver's License and access to a comprehensively insured vehicle
- Prior experience in the not-for-profit sector and/or NDIS will be highly regarded

HOW TO APPLY

Applications must be submitted to: recruitment@metroassist.org.au by **24 April 2019**.

Your application must address each of the selection criteria and include:

- A cover letter
- Statement against selection criteria
- A current resume including your full name, postal address and contact number
- Two of the most recent work-related referees stating names, positions and contact details

For enquiries regarding this position, please contact Michelle Aldred on (02) 9789 3744 or email: recruitment@metroassist.org.au

Metro Assist is an Equal Opportunity Employer and is committed to achieving diversity within the workplace. Applications from Aboriginal and Torres Strait Islanders, people from culturally diverse backgrounds and people with disabilities are encouraged.

All offers of employment are subject to a satisfactory National Police Check and provision of a current Working with Children Check