Position Description

Position Title: WHS / HR Advisor

Location: Barkuma Elizabeth

Reports to: Human Resources Manager

About Barkuma
Barkuma is a not-for profit organisation that provides a range of services to assist people with disability. For over 50 years, Barkuma has provided an environment of self-determination that opens up a lifetime of limitless learning and opportunity. Together, we establish the capacity and confidence to transition out of high school and continue to build a lifetime of independence that makes quality employment and accommodation outcomes possible.

Our Aspirational Goal: To be a leading provider of high-quality employment, transition, and in-home supports for current and future Barkuma customers.

Our Purpose: To partner with people on the journey to their best life.

Barkuma Staff Behaviours

Bold	Confident, consistent, and courageous in everything we do.
Accountable	Open, transparent, and work to agreed timelines and budgets.
Resilient	Flexible and support one another to bounce back from difficult situations.
Knowledgeable	Well informed and share information readily with our peers.
Unified	Committed to working collaboratively to achieve our stated purpose.
Mindful	Observant, attentive and show regard for one another and our teams.
Agile	Change agents and believe that change, renewal, and continuous improvement are important to our success.

Purpose
Working with HR Manager, implement an effective and robust WHS management system across broad industries (accommodation, process manufacturing, remote work, office). Proactively pursing a safe environment for all employees, customers, participants, contractors and visitors to Barkuma worksites. Ensuring organisation wide ease of practical WHS application, whilst meeting legislative compliance. Point of contact for WHS and HR matters and occasional payroll follow up, particularly as they relate to employment of people with disability.

Accountability
WHS
- Assist HR Manager develop WHS Management System to ensure accountability, responsibility and compliance
- Maintain up to date knowledge of WHS legislation and current best practice
- Make recommendations on WHS policy and procedure updates for HR Manager review
- Conduct investigation of accidents, incidents, near misses and unsafe working conditions, identifying activities or workplace conditions that pose risk to health and safety
- Report identified hazards and appropriate risk control measures in incident reporting system, ensure rectification
- Be proactive in monitoring and actioning, as necessary, workplace audit compliance, at site level
- Ensure adequate systems for tag and test, SDS and asbestos management etc
- Complete WHS risk assessments, job safety analysis, SWS etc in easy read English
- Conduct WHS inductions for all employees and contractors ensuring adequate understanding
- Make recommendations on key health and safety strategies relevant to our stakeholders
- Promote WHS Management System awareness, ensuring a culture of safe work and education
- Coordinate WHS Committee consultation meetings
- Relief Return to Work Coordinator, as required
- Under direction of HR Manager draft reports, collate data and provide monthly WHS reports for review

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Position Description

HR

- Raise employment contracts and associated documentation for HR Manager approval
- In conjunction with HR team, ensure effective and timely management of employee clearances, licences, training expiration, probation and performance reviews
- Effective onboarding practices to ensure supported employees are integrated into mainstream worksites
- Undertake employee inductions as required
- Redirect performance improvement/management enquiries to HR Manager
- Liaise with HR team ensuring all aspects of employment cessation are actioned prior to termination date

Other

- Act as Return to Work Coordinator, as required
- Support Barkuma's strategic plan through active engagement in its methodologies and ensuring productivity improvements within the scope of duties, enabling active implementation of the strategic plan
- Maintain systems for documentation control effectively using internal systems with regard to ensuring data integrity and accessibility for WHS and HR information
- Contribute to continuous improvement processes, systems and procedures
- Participate in review and development of policies, procedures and forms for currency/quality improvement
- Project work as required
- Capably perform other duties as assigned having regard to skill set, training and experience
- Conduct yourself in a manner that does not expose yourself or others physical or psychological risk
- Adhere and advance Barkuma's Quality management Systems

Skills and Abilities

- Hands on approach to WHS management
- Proven communication skills with all stakeholders, including well developed influencing and report writing
- Comprehensive knowledge of relevant WHS legislation, practices and standards
- Incident investigation with particular emphasis in hazard and causation identification
- Ability to relate and work alongside people with intellectual disability
- Ability to work in matrixed organisation, be proactive, independent and resourceful and can-do attitude
- Collaborative approach and commitment to team

Qualifications, Certification

- Minimum Certificate IV in Work, Health and Safety (or equivalent)

Special Conditions

- Willingness to work and travel across different Barkuma sites
- Work rights for Australia
- Current NDIS Worker Screening or DHS Disability clearance (or willingness to obtain)
- NDIS Quality and Safeguards Worker Orientation Module (or willingness to obtain)
- Appropriate infection control certificate
- Current Driver's Licence (restricted P2 licence and above)

I confirm that I have read, understood, and agree to comply with the scope and duties of Position Description.

Name (insert here) _____

Signed _____ Date _____ / _____ / 2021

HR Use Only: Amendment Record

Version Number	Amendment	Amended by	Date
1.0	New – amalgamated role	HR Manager	September 2021

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