

ORGANISATIONAL OVERVIEW

Introduction:

Northern Health is a vibrant, fast-paced workplace located in the rapidly growing northern suburbs. This is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs. We take care of our community by providing a wide range of health services at multiple locations including:

- Northern Hospital Epping
- Broadmeadows Hospital
- Craigieburn Community Hospital
- Bundoora Centre
- Merri-bek Community Team
- Broadmeadows Community Care Unit
- Broadmeadows Prevention and Recovery Care
- Hotham Street Community Mental Health Clinic
- Northern Prevention and Recovery Care
- Northern Community Care Unit and,
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub
- Mernda Community Hospital

We also collaborate with our partners to help expand the range of health care services offered to our culturally rich and diverse community.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, safety and respect. Northern Health is proud to be an inclusive employer and aims to ensure our workforce is representative of the community.

Our Vision:

Creating a healthier future by working together, innovating and delivering great care.

Our Values:

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our staff and community.
- Kind – We treat everyone with kindness, respect and empathy. We provide patient-centred and compassionate care.
- Together – We work together with our staff, patients, consumers and health system partners.

Our Priorities:

Northern Health has determined six strategic directions. The directions are focused on addressing priorities for safety, sustainability, growth and innovation. They reflect our best assessment of opportunities and challenges in our current and future environment.

- Collaborate to deliver safe, efficient, effective and sustainable care in all our services
- Demonstrate our commitment to the wellbeing of our valued workforce
- Renew and strengthen our infrastructure, systems, tools and processes for financial sustainability and growth
- Innovate to shape the future of health care in Victoria
- Partner to keep people well and deliver the best possible care locally
- Drive research and education to deliver excellent care and develop the next generation of clinicians and health care leaders

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

Safety, Quality and Clinical Governance at Northern Health:

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.
- Quality services are delivered.
- Risk is managed.
- Audit – what matters is monitored.
- Our committees monitor performance of controls put in place to ensure safe patient care.

Commitment to Child Safety at Northern Health:

- We are committed to the safety, participation and empowerment of all children
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and /or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow vigorously

Family Violence and Child Safety Statement:

Northern Health is a child safe environment and is committed to protecting children from harm and abuse, in accordance with our legal obligations and the Child Safe Standards. Northern Health aims to identify and respond individuals who are at risk of child abuse and family violence and we encourage victim survivors to disclose to their health professional to seek support and safety. Northern Health has zero tolerance of child abuse and family violence, and all disclosures and safety concerns will be treated sensitively in accordance with our policies and procedures.

Northern Health actively promotes the safety and wellbeing of all individuals. We recognize and respect individual rights, identities, relationships and cultures. Our aim is to foster a trauma-informed, culturally safe and child safe environment.

Northern Health is an Information Sharing Entity (ISE) and is prescribed to the Family Violence Multi-Agency Risk Assessment & Management (MARAM) Framework and the Information Sharing Schemes. Family violence and child safety training is mandatory for our staff members and volunteers.

Essential:

- Current National Police and Working with Children History Check.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.



POSITION DESCRIPTION

Position Title:	Manager – Occupational Health and Safety
Business Unit/Division:	People and Culture
Award Agreement:	Victoria Public Health Sector (Health & Allied Services, Managers and Administrative Workers)
Classification:	HS7
Employment Type:	Full-time, on-going
Reports to:	Director of Health & Safety
Date Prepared/Updated:	25/08/2026

ROLE STATEMENT

General Role Statement:

The Manager Occupational Health & Safety is the organisation's lead subject matter expert for workplace health and safety, providing strategic and operational leadership across one of Victoria's largest and most complex health services. Working across acute, sub-acute, mental health, community and corporate environments, the role drives the continuous improvement of Northern Health's occupational health and safety systems, governance and programs while fostering a culture where safety is recognised as a core organisational value and an essential enabler of high-quality patient care.

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Partnering closely with Executive leaders, clinical leaders, operational managers and Health and Safety Representatives, the Manager OHS provides expert advice on complex health and safety matters and supports the effective management of organisational risk. The role leads initiatives that strengthen critical risk controls, build leadership capability, improve safety performance and embed a proactive, prevention-focused approach to health and safety across the organisation.

Leading a team of dedicated professionals, you will oversee a broad portfolio of activity including risk management, occupational violence and aggression, psychosocial hazards, manual handling, incident investigation, auditing, assurance and continuous improvement. Through the use of workforce data, contemporary safety practices and meaningful stakeholder engagement, you will identify opportunities for improvement and support leaders to create safer systems of work.

Success in this role will require a highly credible health and safety professional with deep technical expertise and the ability to influence across a large, complex and highly regulated healthcare environment. You will be recognised as a trusted adviser, capable of translating legislative and regulatory requirements into practical solutions, building strong partnerships across clinical and operational services, and fostering a culture where safety, learning and accountability are embedded in everyday practice.

Most importantly, you will be passionate about creating environments where people feel safe to speak up, contribute to improvement and work together to prevent harm before it occurs.

All employees:

Quality, Safety, Risk and Continuous Improvement

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and procedures

- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience - Trusted Care](#).
- Contribute to organisational quality and safety initiatives.
- Escalate concerns regarding safety, quality & risk to appropriate staff members, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Northern Health's commitment to Child Safety
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.

All employees of Northern Health must comply with the health service's Staff Health / Workforce Immunisation procedure (as amended from time to time) together with any relevant State Government and Departmental directives. This requires all employees to be vaccinated for various diseases such as, but not limited to influenza.

KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

Strategy & Leadership

- Lead the development, implementation and continuous improvement of Northern Health's Occupational Health and Safety Strategy, ensuring a proactive and prevention-focused approach to workplace health and safety.
- Champion a strong and positive safety culture by influencing leadership behaviours, embedding accountability, and fostering workforce engagement in health and safety across all levels of the organisation.
- Provide expert strategic and operational advice to Executive leaders, Directors and managers on workplace health and safety risks, emerging issues, legislative obligations and contemporary safety practices.
- Lead the ongoing enhancement of Northern Health's Occupational Health and Safety Management System, governance framework and assurance processes to support organisational compliance, risk management and continuous improvement.
- Partner with clinical, operational and corporate leaders to integrate health and safety considerations into organisational decision-making, service delivery and strategic priorities.
- Ensure Occupational Health and Safety programs and initiatives align with Northern Health's strategic objectives, workforce priorities and relevant healthcare accreditation standards.
- Provide specialist health and safety leadership and advice in relation to capital works, infrastructure projects, service redesign and workplace environment changes, ensuring risks are identified and effectively managed throughout planning, design, implementation and evaluation phases.
- Lead organisational initiatives that strengthen the prevention and management of critical workplace risks, including occupational violence and aggression, psychosocial hazards, manual handling and workplace injury.
- Build organisational capability by coaching, supporting and developing leaders to effectively identify, assess and manage workplace health and safety risks within their areas of accountability.
- Lead, mentor and develop a high-performing Occupational Health and Safety team, fostering a culture of collaboration, customer service, innovation and continuous learning.
- Oversee the collection, analysis and reporting of organisational health and safety data, ensuring leaders have meaningful insights to inform decision-making and risk management.
- Monitor key performance indicators, emerging risks and workplace injury trends to identify opportunities for targeted intervention and continuous improvement.

- Utilise data, workforce insights and contemporary safety methodologies to support evidence-informed decision-making, prioritisation and evaluation of health and safety initiatives.
- Strengthen consultation and partnership with Health and Safety Representatives, employees and leaders to ensure workforce perspectives inform risk management, problem-solving and safety improvements.
- Promote organisational learning by ensuring incidents, hazards, audits and investigations result in meaningful corrective actions and sustainable improvement outcomes.

Performance, Governance & Reporting

- Lead the governance, assurance and continuous improvement of Northern Health's Occupational Health and Safety Management System.
- Ensure compliance with Occupational Health and Safety legislation, regulatory requirements, accreditation standards and organisational policies through effective governance frameworks and assurance activities.
- Monitor emerging legislative, regulatory and industry developments, providing expert advice on organisational impacts, opportunities and required actions.
- Lead internal audits, external reviews and regulatory inspections, ensuring findings are translated into sustainable improvements and strengthened risk controls.
- Develop and maintain effective OHS governance frameworks, policies, procedures and reporting mechanisms to support organisational accountability and informed decision-making.
- Prepare and present high-quality reports, risk analyses and safety performance insights for Executive, Board Committees and other governance forums.
- Oversee the collection, analysis and interpretation of health and safety data to identify trends, emerging risks and opportunities for improvement.
- Develop meaningful safety metrics, dashboards and performance indicators that provide leaders with actionable insights into organisational risk and safety performance.
- Utilise incident, injury, claims, audit and workforce data to support evidence-informed decision-making, strategic planning and targeted risk reduction initiatives.
- Ensure safety performance reporting supports organisational learning, strengthens accountability and drives continuous improvement across clinical, operational and corporate services.
- Promote the use of data, assurance activities and workforce insights to evaluate the effectiveness of controls and inform organisational priorities.

Safety Culture, Risk and Organisational Capability

- Champion the development of a positive and mature safety culture where safety is embedded in everyday decision-making, people feel safe to speak up, and concerns lead to meaningful action and organisational learning.
- Lead organisation-wide approaches to workplace health and safety risk management, supporting the identification, assessment and control of physical and psychosocial hazards across clinical, operational and corporate services.
- Build strong partnerships with Executive leaders, operational managers, clinicians, employees and Health and Safety Representatives to strengthen workforce participation, consultation and shared ownership of safety outcomes.
- Provide expert advice, coaching and support to leaders to strengthen safety leadership capability and the effective management of health and safety risks within their areas of accountability.
- Lead organisational compliance with psychosocial health requirements and support the identification, assessment, control and review of psychosocial hazards in accordance with legislative requirements and contemporary practice.
- Support the integration of psychosocial risk management into organisational governance, risk management and workforce safety frameworks, recognising psychological health as a core component of workplace safety.

- Lead consultation arrangements with Health and Safety Representatives and Health and Safety Committees, ensuring workforce perspectives inform risk management, problem solving and continuous improvement activities.
- Oversee the investigation and review of significant safety incidents, including WorkSafe notifiable incidents and serious workplace events, ensuring lessons learned, corrective actions and organisational learning are embedded across the service.
- Foster collaboration between workforce safety, patient safety and organisational learning functions to support an integrated approach to safety, quality and continuous improvement.
- Develop and maintain effective relationships with regulators, external agencies, industry bodies and employee representatives on complex health and safety matters.

SELECTION CRITERIA

Qualifications, Experience and

Essential

- Tertiary qualification in Occupational Health and Safety, Health Sciences, Risk Management or a related discipline.
- Current National Police Check and Working with Children Check.
- Demonstrated commitment to ongoing professional development and contemporary workplace health and safety practice.
- Satisfactory completion of all Northern Health mandatory employment and immunisation requirements.

Desirable

- Postgraduate qualification in Occupational Health and Safety, Risk Management, Public Health, Leadership, Business Administration or a related discipline.
- Clinical qualification and/or experience in a health profession (e.g. Nursing, Allied Health or similar) with subsequent experience in Occupational Health and Safety, Risk, Quality or Safety leadership.
- Experience in a public healthcare environment with an understanding of clinical operations, clinical governance and patient safety frameworks.
- Lead Auditor qualification and/or experience conducting management system audits.
- Training or certification in contemporary incident investigation methodologies, human factors, systems thinking or workplace harm prevention approaches.
- Experience implementing psychosocial risk management frameworks and the Occupational Health and Safety (Psychological Health) Regulations.

Experience

- Minimum 5-7 years' experience in a senior Occupational Health and Safety leadership role within a large, complex and highly regulated organisation.
- Demonstrated experience leading Occupational Health and Safety functions within healthcare, public sector or multi-site service environments.
- Proven experience developing, implementing and continuously improving Occupational Health and Safety Management Systems, governance frameworks and organisational safety programs.
- Demonstrated success in strengthening safety culture, organisational capability and workplace harm prevention initiatives.
- Significant experience providing strategic and technical advice to Executive leaders, Boards, Committees and senior managers on complex health and safety matters.
- Experience partnering with clinical, operational and corporate leaders to influence safety outcomes and drive organisational improvement.
- Demonstrated experience leading critical risk management programs, including occupational violence and aggression, psychosocial hazards, manual handling and workplace injury prevention.

- Experience managing regulatory compliance, WorkSafe engagement, audits, inspections and serious incident investigations.
- Proven ability to use performance, risk, injury and workforce data to identify trends, inform decision-making and evaluate organisational performance.
- Experience supporting major capital works, infrastructure projects, workplace redesign initiatives and organisational change programs.
- Demonstrated people leadership experience, including coaching, mentoring and developing high-performing teams.

Knowledge, Skills and Behaviours

- Expert knowledge of Victorian Occupational Health and Safety legislation, regulations and contemporary workplace health and safety practice.
- Strong understanding of psychosocial health obligations and the management of psychosocial hazards within complex workplaces.
- Demonstrated ability to build and sustain a positive safety culture that promotes accountability, consultation, learning and continuous improvement.
- Strong understanding of the relationship between workforce safety, patient safety, quality and organisational performance within a healthcare environment.
- Highly developed stakeholder engagement, influencing and relationship management skills with the ability to build credibility across all organisational levels.
- Ability to provide authoritative, evidence-based advice and translate complex legislative and technical requirements into practical solutions.
- Advanced analytical, problem-solving and critical thinking capability, including the interpretation of data, trends and performance indicators.
- Demonstrated capability in governance, assurance, reporting and presenting information to Executive and Board-level forums.
- Strong strategic planning, project management and change leadership skills.
- Excellent written, verbal and presentation skills.
- Resilient, collaborative and outcomes-focused, with the ability to operate effectively in a dynamic and complex environment.
- Demonstrated commitment to workforce participation, consultation and fostering environments where people feel safe to speak up, contribute ideas and support organisational learning.
- Strong commitment to Northern Health's values and the creation of safe, healthy and supportive workplaces.

Employee Declaration

I have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date: