

GROUP MANAGER, WORKPLACE HEALTH & SAFETY

Human Resources

Reporting To:	General Manager, Human Resources
Location:	Optional (within Australia)
Hay Reference Level:	20

Position Purpose

The Group Manager, Workplace Health & Safety (WHS) is responsible for delivering Costa's WHS strategy across Costa's business units.

Leading a small central WHS team, the Group Manager, WHS is responsible for workers compensation management, WHS compliance with legislation, safety systems, WHS processes and monitoring of company WHS performance.

Proactively partnering with key leaders throughout Costa is a key aspect of this role to develop a positive safety culture.

This role reports to the General Manager, Human Resources and supports this role in protecting the wellbeing of individuals and minimising business risk.

Responsibilities

Relationship Management

- Lead the development of partnering relationships with General Managers and WHS teams, building high levels of professional credibility and mutual trust.
- Ensure that business units have access to high quality advice and guidance to support in delivering WHS strategy and plans.
- Identify and manage stakeholders up to Executive level, leading and coordinating the development of stakeholder engagement plans to support the communication of WHS information and decisions.

Leadership and Direction

- Lead the development and implementation of the WHS strategy - anticipating complex issues, challenges and opportunities.
- Communicate the WHS strategy and its relationship to Costa's mission, vision and values.
- Clarify the actions needed to implement the WHS strategy within each area of responsibility.
- Motivate people to commit to the WHS strategy to achieve Costa's business goals.
- Manage and report on the performance of the function, set appropriate performance objectives for direct report and hold them accountable for achieving these.

Safety Culture

- Develop clearly defined standards and behaviours relating to safety procedures and implement alignment activities.
- Identify the capabilities needed to motivate others to develop their potential in WHS.
- Partner with Group HR colleagues to develop a group-wide induction and leadership program to promote Costa's safety culture.
- Constantly research and develop best practice safety cultural initiatives.

Policy Development & Operational Compliance

- Develop a comprehensive policy framework for WHS, injury management and workers compensation and oversee its implementation.
- Ensure that business activities comply with relevant external regulatory codes and with internal policies to minimise business risk and protect the reputation of the organisation

Behavioural Competencies

- Holds self and others accountable to meet commitments
- Makes sense of complex, high quantity, and sometimes contradictory information to effectively solve problems
- Sees ahead to future possibilities and translates them into breakthrough strategies
- Effectively integrates long-term opportunities and challenges with day-to-day activities
- Manoeuvres comfortably through complex policy, process and people-related dynamics
- Anticipates and balances the needs of multiple stakeholders
- Knows the most effective and efficient processes to get things done, with a focus on continuous improvement
- Uses compelling arguments to gain the support and commitment of others
- Adapts approach and demeanour in real time to match the shifting demands of different situations
- Builds partnerships and works collaboratively with others to meet shared objectives
- Relates openly and comfortably with diverse groups of people
- Gains the confidence and trust of others through honesty, integrity and authenticity

Skills

- Planning and organising
- Policy and procedure determination and development
- Action planning
- Adaptive mindset
- Organisational authority and established expert on interpreting and applying knowledge of laws, regulations and policies
- Expert in analysing data trends to guide decision making
- Develop and maintain the safety culture
- Review and create relevant, lucid and effective reports
- Clear and effective verbal communication to express ideas and request actions
- Authority on analysis of WHS data and making suitable recommendations
- Achieve full compliance with applicable rules and regulations
- Risk management
- Strategic planning

Education

- Master's Degree or Equivalent

Experience

- 10 – 15 years' experience in interpreting strategy and policy in order to set objectives within medium to long timeframes
- 15+ years' experience in providing leadership to others in WHS

Core Values

- Determination – acting decisively and with a sense of urgency
- Passion – challenging the status quo and acting with energy and enthusiasm
- Accountability – focusing on outcomes and delivering on commitments
- Sincerity – acting boldly in an open, honest, and responsible manner
- Respect – treating others as we expect to be treated in attitude, communication, and personal safety

Costa Care

People are the heart of Costa. Our leaders are accountable for developing a caring environment that encourages our people to thrive, grow and connect.

Other Relevant Information:

Regular domestic travel is required.