

Position Description



HARRY PERKINS INSTITUTE
OF MEDICAL RESEARCH


Position Description Overview	
Position Title	Work Health & Safety Manager
Position ID Code	WHS001
Work Area, Division	Work Health & Safety, People, Culture & Safety
Reports To	Chief People Officer
Direct Reports	WHS Project Officer (Temporary)
Award	No Award Applicable

Proudly Perkins	
Our Vision	A pioneering Western Australian medical research institute improving health outcomes globally.
Our Purpose	Helping people live healthier, longer lives.
Our Values	
Respect	Respect is at the core of our organisation. We treat everyone in our diverse community with honesty, integrity and respect.
Innovation	We are a talented group of like-minded individuals at the forefront of modern medical research, using our creativity and the latest technology in our relentless quest for medical breakthroughs.
Passion	We bring a passion and commitment to every aspect of our work.
Collaboration	We recognise the power of working closely with each other and our collaborators to achieve the outstanding results for which we strive.

Diversity and Inclusion Statement
At the Perkins, we value, embrace, and celebrate the strength of our diverse experiences, thoughts, and beliefs. We are committed to a safe, equitable and inclusive culture where every person can innovate and thrive. This enables us to deliver pioneering research that improves global health outcomes.

Position Purpose
Reporting to the Chief People Officer (CPO), the Work, Health & Safety Manager is responsible for the complete range of work health and safety (WHS) priorities and programs of the Perkins. This includes responsibility for the Perkins WHS and injury management strategy, operational plan and performance, management of WHS risks and legislative compliance, safety performance, and promotion of safety culture, leadership, and worker wellness.

Position Outcomes and Key Goals
<ol style="list-style-type: none"> Contribute to the development of the annual operational plan and budget for Safety, ensuring alignment with organisational goals. Ensure organisational compliance with WHS legislation, regulations, Codes, and Standards. Effectively assess, manage, and evaluate organisational risk related to WHS. Define, develop, implement, evaluate, and continuously improve a holistic safety management system for the Perkins across all campuses, including its capacity as a PCBU in a tenanted environment, successfully managing related change collaboratively.

Position Title	Version	Date Approved	Responsible Manager	Responsible Executive	Approved
Work, Health & Safety Manager	0	17/01/2025	Chief People Officer	Chief People Officer	Chief People Officer 

Key Duties/Accountabilities

1. Collaborate with the CPO and key stakeholders to develop the Safety budget and operational plan, and lead the implementation of all activities, meeting related performance measures.
2. Lead the review, enhancement, delivery, and evaluation of safety improvement measures at the Perkins, focusing on worker safety, legislative compliance, risk management.
3. Project manage the development and implementation of an online safety and incident reporting and management system and an online chemical management system for the Perkins to improve process efficiency, user experience, safety performance, reporting functionality, and compliance.
4. Implement and embed safety analytics, reporting, and performance measures across the Institute and interpret insights, collaborating with tenants, the C-IBC, Safety Representatives, and Facilities Management to create holistic data wherever possible.
5. Develop and implement audit and assurance activities to ensure organisational compliance with relevant legislation, regulations, Codes, and Standards.
6. Develop, implement, monitor, and continuously evaluate WHS risk management systems, including assessments and matrices, ensuring these are well-understood and utilised across the Institute. Promptly escalate matters of concern to the CPO.
7. Collaborate with the People & Culture team and leaders in support of activities to improve psychosocial safety, psychological safety and mental health, and reduce related hazards and incidents.
8. Provide expert WHS advice to workers and leaders and support with a range of activities, including conducting risk assessments, hazard reviews, incident investigations, safety audits, supporting return to work programs and injury management, and advising on appropriate equipment to reduce manual handling.
9. Contribute to the creation and review of policies, procedures and systems across WHS and injury management to ensure good governance, operational effectiveness, compliance and risk management, consistency of practice throughout the Institute.
10. Complete audit and assurance activities ensuring audit findings are appropriately circulated and implemented, with progress performance tracked and reported.
11. Develop and facilitate relevant workshops and education sessions for staff and leaders relating to WHS to reduce risk and hazards, ensure organisational compliance, and improve the Perkins' safety culture.
12. Regularly report progress against key performance measures and positional goals and draft organisational safety compliance and performance reports for the Board, Executive, and other stakeholders as required.
13. Key contributor and subject matter expert on the Perkins Safety Committee, Combined Institutional Biosafety Committee (C-IBC), and Radiation Safety Committee.
14. Manage the execution of organisational changes with a person-centred approach, using strong attention to detail to ensure that communications, messaging, systems, and processes are coordinated for smooth implementation, and provide workforce education and reinforcement to ensure changes are adopted.
15. Develop and maintain strong relationships with WHS counterparts at the University of Western Australia and building tenants to ensure the Perkins meets its PCBU responsibilities.
16. Complete other duties as requested by the CPO.

Selection Criteria – Qualifications, Licences, Skills, Knowledge, Experience

1. Tertiary qualification in a relevant discipline or an equivalent level of knowledge gained through a combination of other education, training and/or experience.
2. Detailed and current understanding of WHS Act 2020, WHS Regulations 2022, relevant Codes and ISO45001:2018.
3. Previous experience leading and managing organisational safety to achieve goals using a continuous improvement approach.
4. Strong people focus and demonstrated success positively influencing organisational culture and improving safety culture and performance using a variety of tools and strategies.
5. A performance mindset and experience using data analytics to understand performance, guide decision making, and implement improvements.
6. Strong interpersonal, influencing, and communication (written and verbal) skills and the ability to utilise these to engage and build strong relationships with diverse stakeholders.
7. Demonstrated experience successfully managing projects to deadline and budget with the ability to plan, engage stakeholders, organise, and prioritise tasks, and manage resources efficiently with clear direction.
8. Strong attention to detail, proactive work ethic, and well-developed problem-solving skills.
9. Previous experience in a medical research environment with knowledge of PC2 certified laboratories, AS/NZS 2243.3:2022 Safety in Laboratories, biosafety, and radiation regulations/standards, and the Medicines and Poisons Act and Regulations (highly desirable).
10. Possess a current Western Australian 'C' Class Driver's Licence.
11. Satisfactory National Police Certificate.

Special Requirements

1. This position acts as a First Aid Officer, Mental Health First Aid Officer, and Fire Warden.
2. Occasional after-hours work may be required in this position.

Key Working Relationships

1. People, Safety & Culture team.
2. Operations Team; in particular, Research Operations, Facilities Management, and Bioresources.
3. Executive Team and organisational leaders.
4. Building tenants.
5. External stakeholders, such as workers' compensation insurer, WorkSafe WA, WorkCover WA, Universities (in particular, the University of Western Australia), legal firms, and safety consultants.

Work Health and Safety

1. Take reasonable care for the health and safety of self and others. This includes taking appropriate actions to avoid, eliminate or minimise hazards.
2. Act honestly and report all incidents, hazards, and injuries immediately.
3. Comply with any reasonable instruction given, or policy or procedure administered, by the Perkins that supports the Perkins to provide a safe work environment.
4. Use equipment and materials as trained and required, and according to the manufacturer's instructions.
5. Actively promote a positive safety and health culture, demonstrating attention to physical, mental, emotional, cultural and psychological safety.

Professional Development

1. Accept responsibility for updating knowledge and skills related to professional practice.
2. Actively participate in performance feedback, reflecting on own performance and growth opportunities.
3. Contribute to the creation of development and performance goals.