

Role Description

WHS Health & Wellbeing Volunteer

Cluster/Agency	Planning and Environment
Department/Agency	Office of Environment and Heritage
Division/Branch/Unit	Taronga Conservation Society Australia
Location	Taronga Zoo
Kind of Employment	Volunteer
Time Commitment	1-2 day/s per week (12 month commitment)
Training Required	Volunteer Induction & eLearning Modules
Date of Approval	August 2019
Agency Website	taronga.org.au

Department/Agency overview

The Office of Environment and Heritage (OEH) cares for and protects NSW's environment and heritage, which includes the natural environment, Aboriginal country, culture and heritage, and built heritage. Taronga Conservation Society Australia (Taronga) forms part of the OEH. Taronga's vision is to create a shared future for wildlife and people. Through our efforts we protect endangered species, increase understanding of wildlife and inspire community action.

Primary purpose of Taronga Volunteer Roles

Taronga volunteers support the Taronga Conservation Society to achieve their vision of Securing a Shared Future for Wildlife and People.

Primary purpose of the role

The Health & Wellbeing Volunteer will work closely with the Health & Wellbeing Coordinator to provide assistance with maintaining records; organising Health & Wellbeing initiatives; researching and collating information on various health and wellbeing initiatives. The majority of the work involved in the role will be desk based in the WHS section with some opportunity to work in grounds on specific tasks.

Key accountabilities

- Assisting with maintaining records and files
- Assisting with organising Health & Wellbeing initiatives and events including undertaking some online and telephone research and writing up notes and proposals
- Researching and preparing suitable Workplace posts around Health & Wellbeing Awareness initiatives
- Assisting with training coordination including booking rooms, drawing up attendance sheets and checking requirements
- Ad hoc administrative tasks when necessary using Microsoft Word and Excel, and Outlook email

PLEASE NOTE: This role will have no direct animal contact

Key challenges

- Maintaining accuracy and motivation with repetitive tasks.
- Maintaining records to ensure compliance with required standards and legislation.
- High standard of writing skills including the ability to write concise documents that presents information in a clear format
- Ability to maintain confidentiality and discretion

Key relationships

Who	Why
Internal	
Employees	• Contact employees to coordination health & wellbeing activities
WHS Team	• Primary point of contact - Health & Wellbeing Coordinator
External	
Service providers	• Gathering and collating information relating to health & wellbeing activities
Zoo Guests	• Answering questions and representing Taronga in a positive light and ensuring excellent customer service. • Upholding Tarongas reputation and values during interactions with Zoo Guests whilst out on site

Role dimensions

Decision making

This position refers any decisions to the WHS team.

Reporting line

This position reports to the WHS team.

Direct reports

There are no positions reporting directly to the Taronga Health & Wellbeing Volunteer

Budget/Expenditure

Nil

Essential requirements

- Current or previous background in nursing or any health related discipline is desirable
- General knowledge of health & wellbeing or injury management
- Attention to detail and maintaining accuracy and motivation with repetitive tasks.
- Good record keeping skills
- Good communication skills – both written and verbal