



# Position Description

## WHS Business Partner

### Council Strategic Vision

Protecting our heritage and beautiful coast, while creating a welcoming and healthy place for all in South Australia's most sustainable city.

### Our Culture

A place that proudly delivers great things.

Where we deliver on promises; value people; recognize achievements; inspire progress, respect history, build the future; grow and learn; and enjoy what we do.

### Our Values

As a values-based organisation, we demonstrate our values through our behaviours. These values guide everything we do.



#### **A** Achievement

Deliver agreed outcomes for our community



#### **R** Respect

Act with honesty and integrity



#### **I** Innovation

Seek better ways



#### **S** Simplicity

Easy to do business with



#### **E** Engagement

Provide opportunities for all to participate

<b>Position Title</b>	WHS Business Partner
<b>Position Number(s)</b>	CHB0031
<b>Classification</b>	Level 6
<b>Reports to</b>	Manager People & Culture
<b>Division</b>	Strategy and Corporate
<b>Department</b>	People and Culture
<b>Direct reports</b>	0 Direct 2 Indirect

## Position Purpose

Responsible for the provision of specialist advice, support and guidance across Council with regard to all aspects of WHS to assist in meeting its strategic business goals, operational objectives and legislative requirements. This includes the establishment, implementation, monitoring and maintenance of the WHS Strategic Plan, Programs and WHS Management System that enables the Council's Health and Safety standards and requirements to meet the industry benchmarks to foster a culture of safety and wellbeing.

## Key Relationships/Interactions

### Internal

- All Leadership Levels and teams
- Alwyndor WHS/P&C Team

### External

- Local Government Risk Services
- Local Government Association Workers Compensation Scheme
- WHS Equipment and Training Providers
- Local Government WHS Practitioners Group (WPG)

## Special Conditions

- Some out of hours work may be required including attendance at official meetings after hours.
- In line with council's Background Screening & Reporting Procedures, Department of Human Services (DHS) screening clearances are required for all positions and will be renewed upon expiry thereafter.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory medical and/or functional assessment may be required.

# Key Accountabilities

The WHS Business Partner is responsible for the following Key Performance Areas

## Delivering WHS Legislative Compliance

- WHS Management System (and document control) is managed to ensure compliance.
- Incidents/accidents are managed and investigated within required timeframes to ensure regulatory compliance.
- Work closely with business areas to develop, implement and action new or updated policies, procedures or practices resulting from changes to legislation, LGAWCS requirements or Council requirements by coaching, guiding and training Managers / Supervisors with skills and techniques to enable them to manage their WHS requirements.
- Develop, implement, and maintain an effective WHS Management system that is fundamentally based on the Local Government Association Workers Compensation Scheme Model (One System/LG Safe) WHS risk management framework and Self Insurers Performance Standards across Council to ensure legal and regulatory obligations are met and promotes a high safety culture.
- Coordinate the implementation of systems to ensure that worksite hazard inspections are undertaken by leads and incidents/injuries are reported, investigated, and practical mitigating actions are implemented.
- Supports the development of systems, processes and education to facilitate the high level of Council hazard identification, incident investigations and risk assessment activities.
- Monitor hazard and incident reporting system to analyse workplace incidents and issues. Oversee preventative strategies in consultation with key stakeholders.
- Ensure the effective operation of WHS Committees as a way of facilitating consultation and coordinate regular meetings with relevant WHS staff (or those accountable for WHS) across Council and where required provide support for Alwyndor Aged Care WHS and P&C team regarding programs, plans and compliance activities.
- Oversee the Internal Return to Work Function for Council, provide back up for the Internal Return to Work Coordinator, and liaise with the LGAWCS as required.
- Participate as a mentor in workplace inspections and support with identification of corrective actions and any compliance requirements.
- Ensure that the Council's WHS training needs are identified and coordinated at all levels.
- Develop program, content and facilitate delivery for WHS induction for new employees and monitor the effectiveness of the training and induction programs.

## WHS and Wellbeing Program Design and Delivery

- Lead the development, implementation, evaluation, and review of the WHS Plan and the WHS management system, then provide advice and recommendations regarding WHS issues that are aligned with the WHS Plan.
- Develop, implement and review the WHS Strategic Plan with Programs, projects or actions to ensure it adapts to new legislation and developments, and meets the needs of the Council.
- Participate in leading, planning, developing, and implementing programs, initiatives and project plans that address risk priority across Council to promote and engage Safety Culture.
- Develop and deliver effective wellbeing programs in collaboration with P&C Team with a focus on improving both the physical and mental wellbeing of the workforce with the aim to reduce injuries and illness across Council.
- Develop a range of resources tools to assist managers with tasks of identification, analysis, treatment, and monitoring of WHS risks including accident prevention and investigation.
- WHS training requirements are met and induction is provided to new employees within specified timeframes.

- Contribute to the Council's safety culture and wellbeing strategy as designed by Manager People and Culture.
- Assist the Internal Return to Work Coordinator to inform employees of the return to work process and procedure and ensure that they are aware of their rights and responsibilities, and assist with the maintenance and availability of accurate information applying a case management discipline to effectively manage rehabilitation, RTW programs and injury management.
- Lead and support with early intervention strategies and improvements in processes to facilitate best outcomes for employee and the Council.

### Local Government Stakeholder Management and Reporting

- Implement a KPI reporting framework and compile and present the quarterly WHS report to Safety Committees and Senior Leadership.
- Analyse WHS data and statistics to provide recommendation for strategies and actions to minimize incidents, cost, and harm to employees. Lead development and review of WHS policies, procedures, operating procedures, and forms.
- Implement and maintain an effective internal auditing process of the WHS System to address non-conformances and implement identified improvements and Coordinate external WHS audits conducted by LGAWCS, ReturntoWork SA or SafeWork SA and other agencies (as required).
- Key liaison point with relevant organisations/agencies including the Local Government Association Workers Compensation Scheme, ReturntoWork SA, SafeWork SA regarding WHS issues.
- Advising on compliance with the Local Government Association Workers Compensation Scheme (LGAWCS) and Local Government Risk Services (LGRS) for self-insurance License and rebate requirements.

### General Position requirements

- Provide professional advice, education, support, and guidance at all levels throughout Council on WHS matters.
- Research, analyse and integrate best practice to seek improvements to WHS function for Council.
- Administer and manage Council's WHS Management system to ensure document control for the WHS Management System documents.
- Assist with the management of the WHS budget and special distribution funds and contribute to the annual budget preparation relevant to area of operation.
- Deliver quality outcomes on time and within budget allocation.
- Role model positive leadership behaviours which promote effective working relationships both internally and externally, representing Council where required.
- Pro-actively develop and maintain respectful and positive relationships both internally and externally, including volunteers and represent Council as required.

## Selection Criteria

<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>• A tertiary qualification in a WHS, at minimum Certificate IV or experience in a similar role.</li> <li>• Unencumbered Australian Drivers Licence</li> </ul>	<p><b>Essential</b></p>
<p><b>Technical Knowledge &amp; Experience</b></p>	<ul style="list-style-type: none"> <li>• Experience in WHS risk assessment and hazard management particularly in both an outdoor and indoor operational environment.</li> <li>• Experience in establishing programs and initiatives to support safety outcomes.</li> <li>• Experience in providing a high level advice in WHS matters.</li> <li>• Comprehensive knowledge and application of WHS legislation, standards and required compliance activities.</li> <li>• Experience in identifying and responding to compliance gaps and influencing stakeholders to obtain improvement.</li> <li>• Experience in managing and resolving complex and sensitive WHS workplace issues - essential.</li> <li>• Experience in the development and review of WHS Policies, Procedures, Standard Operating Procedures and other WHS documents.</li> <li>• Experience in providing WHS education and awareness strategies</li> <li>• Experience with document management and records management.</li> <li>• Experience in undertaking safety inspections and spot checks of work sites and other activities.</li> </ul>	<p><b>Essential</b></p> <p><b>Desirable</b></p>
<p><b>Personal Capabilities</b></p>	<ul style="list-style-type: none"> <li>• Highly self-motivated with the ability to establish credibility and deliver high quality outcomes for our Council.</li> <li>• Advanced verbal and written communication skills with the ability to negotiate, influence and motivate individuals.</li> <li>• Ability to prioritise workload and meet set timelines.</li> <li>• Ability to be resilient, innovative, flexible and readily accommodate change.</li> <li>• Analytical, problem solving, and decision-making skills with an ability to explore new and innovative ways to do business using creative solutions.</li> <li>• Ability to collaborate, consult and share pertinent information.</li> </ul>	<p><b>Essential</b></p>
<p><b>Collaboration &amp; Communication</b></p>	<ul style="list-style-type: none"> <li>• Demonstrated commitment to work both independently and as part of a team to contribute to a supportive work environment.</li> <li>• Demonstrated capability to establish positive connections and engage in consultation, negotiation, and communication with staff, customers, volunteers and other stakeholders at various levels, both orally and in written form.</li> </ul>	<p><b>Essential</b></p>
<p><b>Customer Service &amp; Continuous Improvement</b></p>	<ul style="list-style-type: none"> <li>• Demonstrated commitment to customer service and continuous improvement.</li> <li>• Actively participate and maintain a safety and customer focused culture.</li> <li>• Actively seek and suggest ways to improve work practices and outcomes.</li> </ul>	<p><b>Essential</b></p>

<p><b>Corporate</b></p>	<ul style="list-style-type: none"> <li>• Understand the requirements for managing consultation processes and using a spirit of inclusion and engagement to consult.</li> <li>• Proactively working with governance processes to manage various suites of documents.</li> <li>• Working knowledge of the Microsoft Office suite and use of corporate technology</li> <li>• Experience in the use of Technology One suite of applications.</li> </ul>	<p><b>Essential</b></p>
<p><b>Government</b></p>	<ul style="list-style-type: none"> <li>• Experience working in a Local or State government environment.</li> <li>• Experience or understanding of Workers Compensation Self-Insurance.</li> </ul>	<p><b>Desirable</b></p>

# Workplace Health and Safety and Return to Work Responsibilities

Employees have a legal obligation to take steps to protect themselves from risks to health and safety and make sure they do not cause a risk to others through any action or omission.

In particular employees are responsible for:

- Complying with any reasonable instruction and cooperating with any reasonable policy or procedure related to WHS.
- Taking reasonable care in regard to work health and safety.
- Participating in training or other activities provided to protect their health and safety whilst at work.
- Actively participate in rehabilitation and return to work programs as required.
- Ensuring that they are fit for work and not in such state (due to alcohol, drugs or any other reason) as to endanger their own safety or the safety of any other person at work.
- Not wilfully interfere with or misuse items or facilities provided in the interest of the health and safety of workers.
- Report all accidents, incidents, injuries, property damage in accordance with agreed procedures.
- Utilise and maintain appropriate personal protective equipment.

## Corporate Systems & Information Management

Make certain that all corporate data and documents are recorded and handled within the suitable corporate systems, following the organisation's established policies and procedures regarding information governance and records management, both in electronic and physical formats.

## Performance Development Review (PDR)

Employees will actively engage in the Performance Development Review (PDR) process, which involves setting work priorities, tracking progress towards goals, and offering input on how individual skills can be enhanced in alignment with the role.

## Acknowledgement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the organisation may require you to carry out any duties which are within your skills and competence.

Employee Name: \_\_\_\_\_ Direct Manager: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_