

POSITION DESCRIPTION

WHS Business Partner – Corporate and Community
(POS2258)

Directorate:	City Corporate	Department:	Safety and Wellness
Position Grade:	Grade 15	Reports to:	Safety and Wellness Coordinator
Last review:	February 2019	Next review:	February 2021
		Version No.:	1.1

Position purpose:

To partner with the Community and Culture team, the Economy and Growth team, the City Corporate team, and the Office of the CEO in providing generalist work health and safety services to support the delivery of high quality, safe and sustainable services to Council, and to the residents of the Liverpool LGA.

Key accountabilities/responsibilities:

Responsible for:

- 1) Ensuring all facets of Council's office-based and community-based service functions and events are compliant with best practice WHS standards, incorporating (among other things):
 - a. Management of the safety and related aspects of all office-based and community-based service functions, events, processes and procedures;
 - b. High-quality site induction and management procedures;
 - c. Best-practice application of risk assessment and mitigation processes (including Safe Work Method Statement (SWMS)/Standard Operating Procedure (SOP) development and maintenance); and
 - d. Appropriate staff and stakeholder engagement on safety-related issues.
- 2) Ensuring compliance by office-based and community-based service staff, contractors and visitors/volunteers, with Council's expected standards of workplace safety through a thorough system of partnership-based support, training, monitoring, auditing, management, reporting and awareness-raising among all stakeholders.
- 3) Providing regular and detailed briefings and advice to office-based and community-based service personnel at all levels, proactively advising of risks and risk mitigation measures associated with activities relevant to their areas of responsibility.
- 4) In consultation with the Coordinator, preparing and delivering suitable training programs in relation to:
 - a. General safety-related matters; and/or
 - b. Specific safety-related matters within the knowledge and experience of the Business Partner.
- 5) Monitoring and managing the safety-related accreditations and training status of office-based and community-based service staff, and liaising with the Coordinator and the Talent Development team to manage the delivery of timely and effective training to maintain a suitable level of accreditation for these staff.
- 6) Building and maintaining effective relationships with regulatory stakeholders such as SafeWork NSW, with a view to enabling positive engagement and quick resolution of any regulatory issues that arise in connection with office-based and community-based events, projects or works.
- 7) Engaging effectively on behalf of the office-based and community-based service teams with Council's Health and Safety Representatives (HSRs) and WHS Committee members, and with the relevant unions, on matters concerning safety.
- 8) Other duties as directed.

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Decisions made in the position:

- 1) Independently:
 - a. Decisions around programming and conducting audit activities in relation to office-based and community-based service delivery, works, activities, events, and sites;
 - b. Decisions around the suitability and programming of office-based and community-based staff training and awareness programs;
 - c. Decisions concerning the expenditure of funds within delegation.
- 2) In consultation with relevant directors and the Coordinator:
 - a. Decisions around the content of office-based and community-based service risk assessments, SWMS, SOPs, and other relevant processes and instruments;
 - b. Decisions around responses to regulatory orders, enquiries, compliance notices, improvement notices, etc.

Decisions referred:

- 1) All other decisions, or decisions outside of delegation.

Key issues/challenges:

- 1) To ensure Council and contractor compliance with WHS legislation and Council's policies and procedures.
- 2) Maintaining an up-to-date knowledge of trends and developments in WHS.
- 3) To apply and follow all relevant Council processes and procedures.
- 4) To promote and develop an awareness and understanding of WHS issues and procedures with all stakeholders.
- 5) Embody and reflect Council's expected WHS standards, with a view to applying a zero-harm approach to WHS matters.

Key working relationships:

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| • Senior staff in the relevant teams, up to the Director and CEO level | • Office-based and Community-based service delivery staff |
| • SafeWork NSW | • Safety and Wellness team |
| • Contractors | • Union representatives |
| • HSRs | • WHS Committee |
| • People and Organisational Development team | • Insurance and Claims unit |

POSITION SPECIFICATION

Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.

ESSENTIAL CRITERIA**Qualifications/Licences**

- Tertiary qualifications in Work Health and Safety or a related discipline
- Current First Aid Certificate, or a willingness to obtain within 3 months of appointment
- Return To Work Coordination training, or willingness to complete within 3 months Current NSW Class C Driver's Licence

Experience

- Significant demonstrated experience in a safety-related position.
- Significant demonstrated experience in the management of operational safety issues in a service-delivery-based environment.
- Significant demonstrated experience engaging collaboratively and proactively with a range of stakeholders to address and resolve safety issues.
- Demonstrated experience in engaging with regulators to manage and resolve compliance-based or performance-based safety issues.
- Significant demonstrated experience in engaging with a broad range of stakeholders to effectively promote and maintain a positive safety culture in the performance of duties and the delivery of projects, preferably in a service-based environment.

Knowledge and Skills

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Quality written and oral communication skills, combined with a capacity to build and maintain relationships consistent with the requirements and expectations of the position.
- Suitable demonstrated skills with common technology-related systems such as the Microsoft Office suite, consistent with the requirements of the position.

DESIRABLE CRITERIA**Qualifications/Licences/Experience/Knowledge and Skills**

- Membership in a suitable industry-based professional association such as the Safety Institute of Australia.
- Experience working with unions or similar advocacy bodies in an industrialised environment.
- Auditor – WHS Management Systems qualification, or willingness to obtain within 3 months
- Certificate IV in Workplace Training & Assessment.

Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous