

## POSITION DESCRIPTION

WHS Business Partner – City Presentation  
(POS2259)

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

### Position purpose:

To partner with the City Presentation team in providing generalist work health and safety services to support the delivery of high quality, safe and sustainable city presentation, maintenance and civil works services to the residents of the Liverpool LGA.

### Key accountabilities/responsibilities:

Responsible for:

- 1) Ensuring all facets of Council's depot-based works, and associated services, are compliant with best practice WHS standards, incorporating (among other things):
  - a. Management of the safety and related aspects of all depot-based works and services, 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 Statements (SWMS)/Standard Operating Procedure (SOP) development and maintenance); and
  - d. Appropriate staff and stakeholder engagement at all relevant stages of work.
- 2) Ensuring compliance by City Presentation staff, and other depot-based 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 City Presentation personnel at all levels, proactively advising of risks and risk mitigation measures associated with City Presentation and depot-based activities.
- 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 City Presentation 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 City Presentation 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 City Presentation and/or depot-based projects or works.
- 7) Engaging effectively on behalf of the City Presentation team with Council's Health and Safety Representatives (HSRs) and WHS Committee members, and with the relevant unions, on matters concerning safety.
- 8) Working with Council's return-to-work specialists, medical and occupational professionals, and relevant City Presentation leaders in managing and monitoring the return to work of injured workers.
- 9) Other duties as directed.

**Decisions made in the position:**

- 1) Independently:
  - a. Decisions around programming and conducting audit activities in relation to City Presentation and depot-based works, activities and sites;
  - b. Decisions around the suitability and programming of City-Presentation-related safety training and awareness programs;
  - c. Decisions concerning the expenditure of funds within delegation.
- 2) In consultation with Director City Presentation and the Safety and Wellness Coordinator:
  - a. Decisions around the content of City Presentation risk assessments, SWMS, SOPs, and other relevant processes and instruments;
  - b. Decisions around safety-by-design elements being incorporated into City Presentation projects;
  - c. Decisions around responses to regulatory orders, enquiries, compliance notices, improvement notices, etc;
  - d. In consultation with Council's return to work specialist, decisions around the effectiveness and suitability of return to work programs for injured workers.

**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 WH&S.
- 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:**

- |  |   |
|--|---|
| • Senior City Presentation staff             | • City Presentation operational staff           |
| • SafeWork NSW                               | • WHS team                                      |
| • City Presentation Contractors              | • United Services Union Organiser and Delegates |
| • 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 challenging operational safety issues in a high-risk environment, preferably involving the operation of heavy machinery, and/or experience in a civil maintenance environment.
- Significant demonstrated experience engaging collaboratively and proactively with a range of stakeholders to address and resolve safety issues.
- Significant demonstrated experience in engaging with regulators to manage and resolve compliance-based or performance-based safety issues.
- Demonstrated experience in monitoring the return-to-work of injured workers, whether on restricted or suitable duties.
- 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 civil construction environment.

**Knowledge and Skills**

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Knowledge and experience in working with unions and their members in an industrial environment.
- 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.
- Certificate IV in Workplace Training & Assessment
- Auditor – WHS Management Systems qualification, or willingness to obtain within 3 months

## **Our vision:**

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

## **Our values:**

**Ambitious**

**Authentic**

**Collaborative**

**Courageous**

**Decisive**

**Generous**