

POSITION DESCRIPTION

1. POSITION DETAILS

Position Title:	WHS Business Partner
Division:	Workforce & Information Services
Unit:	Work Health & Safety
Management Level:	Worker

2. ORGANISATIONAL RELATIONSHIPS

Position Title of Supervisor:

WHS Manager

Titles of Positions which report to this position:

Nil

Contractors for which this position is responsible:

Nil

3. PRIMARY PURPOSE OF POSITION

The primary purpose of this position is to deliver professional advice and expertise, implement best practice systems and processes and provide coaching and leadership in the area of Work Health and Safety (WHS).

This role will work with staff to drive internal capability, continuous improvement of safety performance and ongoing development of safety culture in relation to WHS standards and practices.

4. POSITION OBJECTIVES

The major objectives to be achieved by the WHS Business Partner are:

- Provide guidance, advice and support to managers in regard to the provision of their WHS responsibilities and the achievement of the City's corporate safety objectives.
- Develop, plan and implement WHS projects to enable the effective management of WHS risks.
- Consult, advise and guide managers and employees on a broad range of health and safety matters and work collaboratively to implement effective prevention and management practices.
- To be held accountable for working conditions under the control of the position and for detecting any unsafe or unhealthy conditions or behaviour and to take

immediate steps to investigate and rectify any risks to health, safety and welfare arising from any activity



5. POSITION ACCOUNTABILITIES

- Provide evidence based professional guidance, advice and support to managers and staff on WHS to achieve a safe workplace and the effective management of WHS risks.
- Assist managers and workers to achieve best practice safety standards in their work locations.
- Lead the development and implementation of tailored strategies to prevent and reduce the impact of workplace injuries and respond to unique workplace health issues.
- Undertake audits of work locations or processes and reviews to ensure compliance with the City's Safety Management System and legislation and drive completion of resulting actions.
- Analyse safety statistics to assist managers identify trends and implement preventative strategies.
- Plan and implement WHS projects and systems to enable the effective management of WHS risks.
- Develop and WHS lead training courses as required.
- Monitor changes in WHS legislation and industry best practice and ensure that these changes have been communicated to staff for action.
- Provide up to date advice on compliance with SafeWork NSW Self Insurer and legislative requirements.
- Build effective relationships with internal clients and stakeholders to support the delivery of WHS projects.
- Participate in the development and maintenance of WHS policies and procedures and monitor the implementation of the City's Safety Management System.
- Assist in maintaining the City's online reporting systems to meet business and legislative needs.
- Comply with and keep abreast of any relevant legislation applicable to the performance of the duties of this position.

7. WORK, HEALTH & SAFETY RESPONSIBILITIES

The WHS Business Partner ensures safety management processes and systems are well documented, performs an advisory function to workers and assists the WHS Manager in discharging their responsibilities. The WHS Business Partner has an active role to play in the Safety Management System (SMS). The WHS Business Partner shall be responsible and accountable for:

- Providing WHS support services to the City;

- Providing support for WHS training;
- Providing support for workplace inspections;
- Providing support for risk management activities
- Providing support for hazardous substances activities;
- Promoting safety activities within the City; and
- Assisting in undertaking the City's WHS audit program.

A full list of WHS responsibilities and accountabilities are available within the City's SMS document; Responsibility, Authority and Accountability (RAA) Matrix.

8. AUTHORITY TO ACT

- The incumbent has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.
- All personnel have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed / implemented. Such circumstances may include life threatening situations or those that could result in loss of limb or other significant lost time injury.

9. ESSENTIAL AND DESIRABLE CRITERIA

Essential Criteria

- Tertiary qualifications in WHS and significant experience as a WHS professional.
- Demonstrated ability to critically analyse WHS issues and develop and implement appropriate strategies, policies, procedures and programs.
- Demonstrated ability to plan, implement and evaluate WHS projects
- Demonstrated ability to analyse safety statistics, identify trends and develop preventative strategies.
- Comprehensive understanding WHS legislation, Codes of Practice and guidelines.
- Demonstrated experience in mentoring, coaching and designing and delivering training for staff in WHS
- Well-developed communication skills, specifically:
 - Interpersonal skills: collaboration and stakeholder management skills and proven ability to consult, partner, negotiate and influence.
 - Written communication skills including the ability to prepare high quality plans, documents and reports in a timely manner.

- Ability to work as part of a multi-disciplinary team with an organised and systematic approach.
- Demonstrated ability to develop and deliver WHS training courses
- Demonstrated commitment to Equal Employment Opportunity, Work, Health and Safety and Diversity principles.

