



POSITION DESCRIPTION

Position Title:	WHS & Risk Business Partner
Directorate:	General Manager
Branch:	People and Culture
Salary Grade:	Grade 5
Status of Position:	Fulltime
Hours of Work per week	As per employment contract

POSITION REPORTS TO:

Manager People and Culture

PRIMARY PURPOSE OF THE POSITION:

To lead and facilitate the development, implementation and monitoring of proactive Work Health & Safety (WHS), Injury Management and Risk Management Systems, and train and mentor employees, supervisors and managers in these systems.

KEY ACCOUNTABILITIES:

- Work in partnership with the organization to deliver professional advice on current and emerging WHS, Injury Management and Risk related issues including legislative requirements.
- Develop, implement and review Councils WHS, Injury Management and Risk Management policies and procedures ensuring they meet legislative, best practice and organizational requirements.
- Work collaboratively with managers and supervisors to educate them about their WHS and Risk obligations.
- Conduct internal WHS inspections and audits to monitor and ensure compliance with WHS policies and procedures.
- Investigate relevant workplace incidents, in consultation with supervisors/managers, and prepare appropriate reports which indicate root cause and suggested corrective action to assist in prevention of recurrences.
- The employer may direct the employee to carry out such duties that are within the limits of the employee's skill, competence and training as per Clause 8 of Local Government (State) Award 2014



KEY CHALLENGES:

- Exercise professional and independent judgement in problem solving and developing positive working relationships with managers/supervisors where there are conflicting views on decisions or processes.
- Implementing best practice WHS & Risk Management processes in partnership with key stakeholders.

KEY RELATIONSHIPS:

Who	Why
Internal	
Manager People and Culture	<ul style="list-style-type: none"> • Provides Direction for the role • Escalate issues, keep informed, advise and receive instructions
Senior Staff	<ul style="list-style-type: none"> • To provide advice and co-ordinate WHS, Injury Management and Risk process
Clients/Customers	<ul style="list-style-type: none"> • Resolve issues and provide solutions to problems • Provide operational and strategic advice on WHS & Risk Management • Ensure compliance with Council policies and standards
External	
Consultants	<ul style="list-style-type: none"> • Manage the flow of information, provide responses, escalate or resolve issues • Develop and maintain effective working relationships
Safework NSW	

RECRUITMENT SELECTION CRITERIA:

ESSENTIAL

1. Minimum Diploma in WHS or other relevant qualification with demonstrated experience in a similar position.
2. Demonstrated experience in the interpretation and application of the Work Health Safety Act and Regulation and Codes of Practice and Mines Safety Legislation.
3. Demonstrated experience in developing and implementing organisation wide WHS and Risk Management Systems in a multifaceted organisation
4. Well developed interpersonal and influencing skills, including the ability to build effective relationships across all levels of the organisation.








5. Excellent report writing skills, with the ability to simplify complex issues when dealing with internal customers.

DESIRABLES

1. Safework NSW approved Return to Work Coordinator Certificate.
2. Certificate IV Training & Assessment.

KEY CAPABILITIES:

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Adept
	Act with Integrity	Advanced
	Manage Self	Advanced
	Value Diversity	Adept
 Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Deliver Results	Advanced
	Plan and Prioritise	Adept
	Think and Solve Problems	Advanced
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Adept
	Technology	Adept
	Procurement and Contract Management	Adept
	Project Management	Adept
 People Management	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Adept
	Optimise Business Outcomes	Adept
	Manage Reform and Change	Adept



Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence.

Group and Capability	Level	Behavioural Indicators
Personal Attributes		
Act with Integrity	Advanced	<ul style="list-style-type: none"> • Model the highest standards of ethical behaviour and reinforce them in others • Represent the organisation in an honest, ethical and professional way and set an example for others to follow • Ensure that others have a working understanding of the legislation and policy framework within which they operate • Promote a culture of integrity and professionalism within the organisation and in dealings external to government • Monitor ethical practices, standards and systems and reinforce their use • Act on reported breaches of rules, policies and guidelines
Relationships Communicate Effectively	Advanced	<ul style="list-style-type: none"> • Present with credibility, engage varied audiences and test levels of understanding • Translate technical and complex information concisely for diverse audiences • Create opportunities for others to contribute to discussion and debate • Actively listen and encourage others to contribute inputs • Adjust style and approach to optimise outcomes • Write fluently and persuasively in a range of styles and formats
Results Demonstrate Accountability	Adept	<ul style="list-style-type: none"> • Assess work outcomes and identify and share learnings to inform future actions • Ensure that actions of self and others are focused on achieving organisational outcomes • Exercise delegations responsibly • Understand and apply high standards of financial probity with public monies and other resources • Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others • Conduct and report on quality control audits • Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks



Business Enablers	Adept	<ul style="list-style-type: none"> • Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks • Identify opportunities to use a broad range of communications technologies to deliver effective messages • Understand, act on and monitor compliance with information and communications security and use policies • Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business • Support compliance with the records, information and knowledge management requirements of the organisation
People Management Inspire Direction & Purpose	Adept	<ul style="list-style-type: none"> • Promote a sense of purpose within the team and enable others to understand the strategic direction of the organisation • Translate broad goals into operational needs and explain the links for the team • Link team performance goals to team/unit goals to ensure implementation of government policy • Ensure team objectives and outcomes lead to implementation of government policy • Recognise and acknowledge high individual/team performance