

Our purpose

To reduce the rate and impact of cancer through best practice prevention, research and support.

Position description and person specification

Position title:	Work Health Safety and Wellbeing Business Partner		
Unit:	People, Safety and Culture		
Department:	Work, Health and Safety		
Location:	202 Greenhill Road, Eastwood		
Manager:	General Manager People, Safety and Culture		
Employment:	Part time		
Last updated:	April 2024	By whom:	General Manager People, Safety and Culture

Cancer Council SA

- has worked resolutely since 1928 to deliver cancer research, prevention, and support services
- is the state's leading independent, cancer-related, non-government organisation, dedicated to reducing the impact of cancer for all South Australians
- invests in three main strategic objectives: research, prevention and support
- is uniquely positioned as a resource for action and a voice for change towards a cancer free future
- is committed to The National Principles of Volunteer Involvement and Management
- maintains a non-smoking workplace and provides assistance with quitting
- requires employees and volunteers to promote cancer-preventing healthy lifestyle practices and behaviours, as outlined in organisational policies

Our core values are represented by three value statements:

 <p>Care</p> <p>We are driven to make a difference for all—those we serve, our teammates, our partners and ourselves.</p>	 <p>Integrity</p> <p>We strive to do the right thing always, act truthfully and honourably, be our authentic selves, be inclusive and embrace diversity.</p>	 <p>Excellence</p> <p>We work as one team and constantly push ourselves to be the best we can. We arrive every day inspired to make an impact through our talents, passion and commitment.</p>
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Unit role and objectives

People, Safety and Culture

Cancer Council SA has an outstanding reputation for funding and delivering critical cancer research, prevention and support programs as well as a track record of successful advocacy. Its vision of a cancer free future is progressed through support for people impacted by cancer today and bold leadership to reduce the burden of cancer in the future.

The People, Safety and Culture unit partners across the organisation to design, develop and implement strategies that will attract, engage and develop employees to build a high performing culture with a strong focus on safety and wellbeing.

Position overview

Reporting directly to the General Manager People, Safety and Culture, you will work collaboratively to help shape the WHS management system and to support a proactive and contemporary focus on employee health, safety and wellbeing in the workplace.

Reporting relationships

This position reports to:	General Manager People, Safety and Culture
Number of staff reporting to position:	Nil

Key accountabilities (outcome based)

- provide coaching and support to managers and supervisors enabling them to become effective Safety Leaders, who actively promote a positive health, safety and wellbeing culture across the business
- assist with the maintenance and development of Cancer Council SA's Safety Management Systems to ensure it supports the organisation's requirements, legislative compliance and best practice standards
- provide a range of specialist advice and support to managers, staff and volunteers in relation to, health, safety and wellbeing
- work with staff to conduct relevant safety audits and risk assessments to ensure that risks are identified and controlled
- oversee the recording, investigation and resolving of workplace incidents, hazards and near misses
- provide advice and interpretation on the application of Health and Safety Legislation, Compliance Codes and guidelines
- coordination and/or provision of health and safety training to all employees as required.
- coordination of the Return-to-Work program, working closely with all requisite parties

Protect your own health and safety and that of others by:

- complying with and actively contribute to the development of organisational policy and safety systems
- following reasonable instructions and training and complying with organisational policy and safety systems
- identifying and reporting workplace hazards and incidents to their supervisor
- complying with Cancer Council SA's OHS&W policies and procedures
- providing a safe working environment for all staff (paid and voluntary), contractors and invitees
- ensuring that your staff (paid and voluntary), contractors and invitees comply with policies and procedures as updated from time to time

Special conditions

- the successful applicant must be a non-smoker
- intra/inter-state travel, out of hours and weekend work may be required
- appointment will be subject to a satisfactory police check and may require a further Department of Human Services clearance

Person specification (knowledge, skills and experience)

- minimum 5 years' experience in a similar role
- tertiary qualifications in Safety/HSE and/or a related field
- knowledge of the current Work, Health and Safety and Workers Compensation legislation, Australian Standards and Codes of Practice
- experience in claims/injury management
- a genuine commitment to continuous improvement
- strong interpersonal and relationship-building skills, combined with a collaborative approach are important for this role as you will provide coaching, training and support to all employees
- intermediate to advanced skills in the MS Office suite of products

Signatories

Incumbent

Name: _____

Signature: _____

Date: _____

Manager

Name: _____

Signature: _____

Date: _____