

Position Description

Position title:	Safety and Wellbeing Partner
Directorate:	People and Culture
Service Unit:	Safety and Wellbeing
Reports to:	Safety and Wellbeing Partnering Lead
Direct reports:	Up to 2
Salary point:	15
Work location:	City Administration Centre, 12 Stewart Avenue, Newcastle
Date revised:	June 2022

What's it like working at the City of Newcastle?

We are focused on making a real difference in our community and achieving our vision of ***creating a smart, liveable and sustainable global city***. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day to day interactions and everything we do.

What's it like working in People and Culture?

The vision for People & Culture is to act as an enabler for the organisation to achieve its objectives through our people. This means ensuring appropriate investment in the internal capabilities of our people and planning our future workforce, while maintaining a strong focus on safety and wellbeing.

What's the focus of this position?

Safety and Wellbeing Partners will collaborate across our organisation to contribute to the development and continuous improvement of a proactive safety culture across the City of Newcastle.

The core purpose of the role is to promote the safety and wellbeing of all team members through workplace health and safety (WHS) policy, procedures, training and development and continuous improvement practices. Our Safety and Wellbeing Partners will provide client focused WHS advice, guidance, services and support to managers and teams.

What you'll be doing:**Safety and Wellbeing Partnering**

- Safety and Wellbeing Partners will promote the safety and well being of all team members through workplace health and safety (WHS) policy, procedures, training and development and continuous improvement practices.
- They will coach leaders at all levels to provide consistent safety leadership and will partner with them to understand the key safety risks within their divisions. Developing strong relationships with our Leaders and team members, they will drive safety initiatives and support the transformation of our culture and approach to safety.
- Our Safety Partners you will perform incident investigations, incident management and investigation processes by reviewing incident reports and managing incident workflows. In addition they will assist work teams in the development and implementation of WHS standards, safe work method statements, safe work operating procedures and other relevant safety documentation.
- Our Safety Partners will also support continuous improvement in the business performance of WHS and effectively contribute to raising awareness to reduce workplace incidents and injuries.

Safety and Wellbeing Support

- Provide accurate and timely reports, budget and financial information to Service Unit Managers and coordinators to facilitate evidence-based decision making.
- Collaborate with People and Culture team members to ensure consistent and seamless delivery and implementation of health monitoring programs and projects;
- Work collaboratively with all elements of the People and Culture directorate to ensure integrated, seamless and professional delivery of services;
- Ensure efficient management and use of learning systems in terms of data capturing, maintenance and reporting;
- Fulfil any other accountabilities or duties as directed by Supervisor / Manager which are within the employee's skill, competence and training.

The essentials you'll need:

1. Formal qualification and/or equivalent experience in Workplace Health and Safety or Human Resources.
2. Breadth of experience working within Work Health and Safety roles within a diverse organisation.
3. Exceptional knowledge of the capabilities and training needs of workers in high risk work environments and strong understanding of relevant WHS legislation, guidelines and codes of practice.
4. Demonstrated ability to respond to customer needs in an effective and timely manner and experience in delivering quality customer service to a range of people across all levels in the organisation.
5. High level verbal and facilitation skills including a demonstrated ability to present to groups of people at all levels of an organisation.

Other valuable skills you may have:

1. Experience working with systems such as database management (including WHS systems) and the Microsoft suite of applications – particularly in Word, Excel, Outlook and PowerPoint.

We'll encourage you along the way

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.

Employee Name:	
Employee Signature:	
Date:	