

integratedliving

We aim to be the leading provider of health services throughout rural, regional, and remote communities of Australia. Our focus is on delivering better health outcomes for many Australians, supporting them to live independent and active lives. We provide a range of health and wellbeing options, such as aged-care and disability support, for individuals and their families.

Specific Role Details

Position Title	Work Health Safety Partner				
Unit	People	Function	Employment Relations & Work Health Safety	Team	Work Health Safety
Unit Purpose	The People Unit enable integratedliving to create value through people, by planning for sustainability, attracting the right people, building capability, creating the best employee experience, and enabling performance, safety and wellbeing				
Team Purpose	The WHS team contribute to the creation of a positive employee experience by enabling a culture focused on the safety and wellbeing of our people.				
Position Purpose	<p>Draws upon expertise and experience to provide services and deliver functional outcomes. Undertakes research, analysis, and evaluation to provide guidance and assistance to support others outside of their team; applies policy and process to develop business solutions and optimise business outcomes.</p> <p>Contributes to the interpretation and implementation of organisational policy and procedure relevant to their expertise.</p> <p>Provides SME to organisational improvement initiatives and strategic projects.</p>				
Location	Home Based, Subject to Operational Requirements	Reports to (position)	Senior Manager – Work Health Safety		
integratedliving Job Family	Business Partner	integratedliving Pay Range or Pay Grade	Pay Range D		

Accountabilities shared by all integratedliving positions

Supporting Values, Purpose & Strategy	Actively connect to integratedliving's purpose and values by behaving in accordance with integratedliving values at all times, supporting the implementation of organisational strategy.
Continuous improvement	Identify opportunities, make recommendations, and implement improvements to processes, systems and work practices, and alignment to integratedliving policy and procedure.
Compliance and Workplace Health & Safety	Demonstrate individual accountability for adherence to integratedliving, policies and processes and relevant external quality, safety and governance frameworks and regulations. Contribute actively to a safe and respectful workplace.



Accountabilities

Provide Services in Specialist Area	<p>Administer and implement delivery of multiple specialist procedures and processes often within regulatory or compliance frameworks.</p> <p>Maintain policy and procedure relevant to area of speciality and identify opportunities for improvement.</p> <p>May develop procedures to improve operational effectiveness, value creation for clients or manage risk of non-compliance</p>
Research, Analyse and Inform	<p>Analyses patterns and trends in business to recommends opportunities for business improvement in area of expertise</p>
Evaluate and Report	<p>Develop reports for specific projects, needs or to manage compliance; evaluate to identify trends and anomalies and to determine best approach to deal with issues.</p> <p>Utilise existing systems to develop reports and maintain reporting requirement needs.</p> <p>Develop ad hoc reports as required for business analysis or to inform own work.</p>
Implement or Support Plans and Initiatives	<p>Identify and implement initiatives to improve processes and efficiencies within area of expertise and to manage potential risk of non-compliance.</p> <p>Participate in, or lead, project teams to provide knowledge and specialist support to project teams</p>
Support, Advice, Issues Resolution	<p>Use specialist knowledge of the function to inform and support others, provide direction, advice, problem solving, manage queries and issues through to resolution, at a specialist level, relevant to the function.</p> <p>Provides recommendations to others when escalating issues, anomalies, or ideas.</p> <p>Manage problems and outstanding issues making recommendations for dealing with issues outside of policy and precedence drawing on expertise and experience.</p>
Develop Business Solutions & Innovation	<p>Provide options and ideas for business solutions and undertake initial project scoping to establish size, purpose, and outcomes of recommendations.</p> <p>Support the team through addressing complex problems and issues making recommendations for dealing with issues outside of policy and precedence</p>
Build Capability & Knowledge	<p>Shares knowledge and information through coaching and collaboration to build capability within the business that is relevant to current work plans or projects</p>
Quality, Risk, And Compliance Management	<p>Ensure data integrity and adherence to regulatory requirements, internal procedures, systems, and audit requirements.</p> <p>Escalate areas of concern with proactive recommendations for action.</p> <p>Develop procedures to ensure audit requirements are met and educate others where necessary to ensure organisational compliance.</p>

Accountabilities

Compliance Management	<p>Develop appropriate reporting mechanisms to capture data required by law and for continuous improvement.</p> <p>Monitor data integrity and adherence to internal procedures, systems, and audit requirements, both in own work and that of the team.</p> <p>Identify non-compliance and risk to the organisation through knowledge of the team and others work practices.</p> <p>Actively manage expectations of compliance and ensure policy and procedures are well understood.</p>
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	Identify potential risk, scope, and develop recommendations to enable risk mitigation.
Provision of expert and up to date advice and guidance	Provision of up-to-date information including relevant trends and legislation in WHS areas. Provision of accurate and timely reporting on important matters to stakeholders as required.
Build organisational and leadership capability	Provide subject matter expertise to others to support change and improvement. Act as a coach and mentor to leaders throughout the business in imparting important WHS knowledge Ensure a collaborative and consultative approach with all stakeholders to ensure that you remain the subject matter expert that leaders within the business can rely on
Continuous Improvement	Be proactive in your approach to WHS by looking ahead and reviewing methods of operation and how they could be streamlined or more efficient.

The accountabilities stated reflect the primary functions of this position and should not be construed as an exhaustive list of duties. Accountabilities may vary or be amended from time to time without changing the position

Delegations

Delegations for position are outlined in the integratedliving Delegation's Policy.

Key Position Relationships

Internal	People Leaders	Senior Leadership Team
	People Unit	Operations Leadership Team
	Executive Leadership Team	integratedliving employees
External	Workers compensation insurance providers	Industry associations
	WHS Consultants	Government agencies
	People Leaders	SLT

Qualifications, Demonstrated Success Factors, Capabilities & Credentials

Qualifications & Experience	Relevant qualification in WHS (Certificate IV; Diploma or Degree) and previous experience in a similar role.
	Sound knowledge of legislation.
Demonstrated Success Factors	A solid foundation of WHS experience in the sector.
	Ability to partner with Team Leaders and Managers by providing expert advice and guidance.
	Keeping abreast of changes and trends in legislation specific to role.
	Proactive approach to role and creating efficiencies in the way we work.
Capabilities	Partner and Share Expertise: I partner with others inside and outside the business (both formally and informally) to contribute expertise through providing advice and direction; and building capability to enable others



	Support and Apply Expertise: I apply my knowledge and experience of our business; including our compliance, financial and operational policies and processes, to identify risks and opportunities, and inform our analysis, decisions and planning.
Credentials	Satisfactory Police Check

