

HSEQ Business Partner

Position Description



Position Title:	HSEQ Business Partner		
Reports to:	General Manager insignia		
Direct Reports:	None		
Financial Delegations:	None		
Division:	insignia	Dept:	HSEQ
Location:	Brisbane / Melbourne	Date:	21092021

Company Overview

insignia is a national labelling and coding business with a strong focus on providing valued solutions to its customers. Part of the Winson Group, insignia has an unwavering passion to help Australian businesses compete. Our values, our people, our products and our services have been the platform for 50 years of being an indispensable partner for our customers.

Our Promise:

- Market leading products
- Nationwide coverage
- Expertise across all industries
- Delivered with personable service and support, diligence and professionalism

Group Cores Values: Honour; Ownership and Commitment; Change for Strength; Diligence

Position Overview & Organisational Requirements

Position Summary:

This role provides HSEQ support, advice and assistance to the insignia business and functionally with the Winson Group HSE team to ensure the Group Safety Management System (SMS) and Quality Management System (QMS) is effectively implemented and maintained. It is also responsible for working closely with the business to check the production processes and record management with a focus on quality statistical analysis of non-conformance investigation recording, hazard and risk assessment.

Organisational Requirements:

- ➔ All positions within the Winson Group will support the achievement of our Mission.
- ➔ When dealing with our colleagues, customers and the community, all employees are required to act in accordance with the company's stated values and behaviours, customs and practices.
- ➔ Employees are required to comply with all relevant legislation, laws, regulations, standards, codes and the Group's policies and procedures.
- ➔ Employees are required to take reasonable care of their own health and safety and the health and safety of other people, including people working under their supervision or direction, in accordance with the Workplace Health and Safety Legislation, relevant to each state.

Key Responsibilities

HSEQ Partnering and Support

- Display behaviours consistent with the stated Winson Values.
- Play a significant role in developing and deploying the HSEQ strategy across insignia.
- Actively promote and develop a high level of HSEQ awareness and related behaviours within insignia.
- Take a lead role in the commitment to standards and initiatives in order to achieve Zero Harm
- Proactively promote and model the Quality culture across insignia and the wider group.
- Partner with the business for the execution of business operations and associated management plans.
- Develop and maintain strong relationships with relevant internal stakeholders and trading partners.
- Lead consultation with insignia on changes to the Safety Management System (SMS) and Quality Management System (QMS) that impact the business.

Hazard Identification, Risk Assessment and Control

- Provide accurate, timely and effective technical advice relating to HSEQ risk management.
- Assist and where needed, coordinate and advise in the completion of hazard identification, risk assessment and control processes for plant, equipment, and tasks.
- Analyse quality performance to identify, communicate current and emerging trends.
- Advise and assist managers and employees with the creation of Work Instructions and Job Safety Analysis.

Investigations, Analysis and Continual Improvement

- Assist Business unit managers with investigations and Root Cause Analysis for critical non-compliance issues and significant NCTs as requested.
- Lead incident investigations and review the circumstances of work injury, illness and dangerous events
- Assist and monitor all HSEQ Incidents and ensure support for investigation and close out.

Audits and Reviews

- Conduct Internal Audits as scheduled within the Winson Group.
- Monitor the conduct of all internal audits scheduled within insignia and provide support to the process.
- Lead the implementation of timely and effective corrective action to address non-compliances identified during external audits and maintain the corrective action database.
- In consultation with the group, plan for and support external HSEQ audits.

Training

- Ensure employees' HSEQ compliance training and accreditations is current and up to date.
- Conduct training sessions in HSEQ improvements in all areas as required.

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- Conduct internal HSEQ compliance and induction training and assist when directed with the arrangement of external training providers.

- Ensure training attendance and accreditations are recorded in the corporate system.

- Act as a subject matter expert and provide HSEQ content for inhouse training.

Documenting, Reporting Systems & Submissions

- To provide accurate and timely reports for insignia management, including end of month.

- Use and review use of the designated Safety management system.

- Utilise and maintain the SMS & QMS directory in Sharepoint.

- Assist the preparation and submission of statutory reports to various regulators, to comply with the statutory requirements of the regulatory agencies.

- Assist with changes to procedures, documents and manuals and the posting of these documents to the Group's Intranet.

- Travel to insignia sites to support the maintenance of the SMS & QMS system in accordance with legislation.

- Write Standard Operating Procedures, Work Instructions and undertake Document Control in consultation with Operations and the Winson HSEQ Team.

Stakeholder Engagement

- Maintain confidentiality of injury case management with only those relevant persons.

- Support community stakeholder consultation activities, to engage stakeholders in details of environmental risk management activities.

- Promote positive employee relations through communication and consultation.

Projects

- Assist with the development and implementation of approved HSEQ projects and initiatives

Key Competencies/Experience

Key Competencies

- High level of knowledge and depth of practical experience working with HSEQ legislation, regulations and relevant Standards
- Demonstrated ability to implement, enhance and facilitate compliance with safety systems.
- Ability to set priorities, manage multiple tasks to meet deadlines
- Excellent report writing skills and exposure to Safety systems and/or Quality Systems
- Effective communication skills with the ability to influence key stakeholders
- Auditing experience, internal and external
- Acute attention to detail, a customer service orientation combined with a systems thinking approach.
- Ability to work effectively with cross-functional teams to achieve business outcomes.

Experience

- 10 years experience in the HSEQ field

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- 5 years experience in a senior safety role
- 5 years experience in a manufacturing, engineering or distribution environment.

Key Performance Indicators

- Behaviours are aligned to Winson's stated Values and Behaviours.
- Develop enhanced systems for collecting and maintaining HSE data.
- Record and maintain complete, accurate and timely information relating to safety and environmental matters.
- TRIFR, MTIFR and LTIFR statistics recorded, maintained and reported on monthly.
- Adherence to internal and external Audit Schedules.
- 'Nil' Major Non Conformance resulting from external audits by third party auditors.
- Annually identify and prioritise safety and environmental training requirements.

Qualifications

- Tertiary or vocational qualification in a safety related field
- Rehabilitation and Return to Work Co-ordinator
- Certificate IV in Workplace Training and Assessment
- Internal Audit Certificate
- HACCP Auditor qualifications desirable

Mandatory Criteria

- Open C class vehicle license

Specific Requirements of the Position

- Ability to travel to regional and interstate sites as required.

Key Stakeholders

Internal

- ELT members
- insignia Management Teams
- Supervisors and Team Leaders across insignia
- insignia Employees

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External

- Relevant State Workers Compensation agencies and their associates (e.g. Health Care Services, Investigators, Solicitors)
- QLD – Workplace Health and Safety Queensland
- VIC – Work Safe Victoria
- NSW – Work Cover New South Wales (cover both OHS and Rehab)
- SA – Safe Work SA
- WA – WorkSafe WA
- Company nominated Medical Practitioners
- External Third-Party Auditors
- External Training Providers
- External Consultants

Authorisation

Please sign to confirm that this Position Description has been discussed by both parties.

Employee Name & Signature	_____	Date	_____
Manager Name & Signature	_____	Date	_____