**Position Description**

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| **POSITION DETAILS** | |
| **TITLE** | BUSINESS PARTNER - WHS |
| **DIRECTORATE** | PEOPLE AND CULTURE |
| **LOCATION** | DEPOT OFFICE |
| **AWARD BAND AND LEVEL** | BAND 3 LEVEL 3 |
| **GRADE** | GRADE 16 |

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| **RELATIONSHIP AND STAKEHOLDERS** | |
| **REPORTS TO** | Manager People and Culture |
| **DIRECT REPORTS** | Nil |
| **NUMBER OF EMPLOYEES** | Nil |
| **KEY INTERNAL RELATIONSHIPS** | * All Staff * Directors * Managers |
| **KEY EXTERNAL STAKEHOLDERS** | * Safe Work Australia, Doctors, Allied Health Professionals, Insurers, Training Providers, Other Councils, Government Departments, Private Enterprise |

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| **THE WAY THIS POSITION SUPPORTS COUNCIL:** |
| Gunnedah Shire’s community is a vibrant regional hub supporting a diverse range of industries and economic development. Gunnedah Shire Council partners with our community to promote, encourage and support sustainable regional development opportunities designed to enhance our Shire’s identity and quality lifestyle. By partnering with our community in this way we show our commitment to providing them with excellent customer service and demonstrating how we integrate our core values of:   * Equity * Leadership * Efficient and effective use of resources * Integrity * Openness and accountability and * Our commitment to providing safe and accessible spaces for our community.   The role of Business Partner - WHS is an integral part of our team and the supports the commitment we make to our community in providing efficient, responsive, open and accessible service to them in the following ways:  This role is responsible for ensuring, but is not limited to, the following:   * Develop, implement and review Councils WHS Directives and Procedures ensuring they meet legislative, best practise and organisational objectives. * Work collaboratively with managers and supervisors to educate them about their WHS responsibilities. * Conduct internal WHS inspections and audits to monitor and ensure compliance with WHS policies and procedures. * Assist in the investigation of relevant workplace incidents and prepare appropriate reports including root cause and corrective actions. * Monitor changes to the legislative or statutory requirements and provide advice to ensure that Council complies with legislation. * Ensure Councils compliance with WHS related legislation through the development, coordination and implementation of a Work Health and Safety Management Plan. * Represent council in network groups were appropriate such as Northern Inland Risk Management Group. * Co-ordinate, provide and participate in external audit requirements. * Conduct awareness training and/or arrange relevant training for staff when required. * Provide quality administration support as required.   *This document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document. All staff are expected to demonstrate behaviours that align with Gunnedah Shire Councils core values, Code of Conduct and Equal Employment Opportunity Principles.* |

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| **KEY RESULT AREAS** | **TIME** | **KEY ACTIVITIES** |
| Finance | 5% | * Comply with relevant budget processes and procedures, ensuring appropriate charge numbers and costing codes are used. * Regularly review and track budget expenditure. * Develop cost, quantity and time estimates for activities. * Assist in preparation of the annual budget. |
| Strategy | 5% | * Contribute to continuous improvement involving internal systems of work. |
| Customer/stakeholder employees are expected to convey a professional image of Council at all times | 40% | * Attend to staff requests and enquiries. * Provide specialist information and advice to customers. * Ensure accurate records are maintained in Council’s corporate systems as appropriate. * Participate in customer and stakeholder forums and meetings. |
| Operations | 40% | * Ensure compliance within the scope of legislative requirements and Council polices. |
| WHS, Environment and Quality – all duties to be carried out in accordance with Council’s IMS and appropriate legislative requirements | WHS, Environment and Quality are inherent across all roles at Council and therefore has no specific weighting | * Participate in site inductions, risk assessments and inspections as appropriate. * Carry out all activities in accordance with the Council IMS requirements. * Ensure all employees, contractors and others on site comply with all relevant Council safe systems of work. * Conduct site induction including checking appropriate safety certification, explain site rules and incident reporting procedures for staff, contractors and others. |

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| **CAPABILITY FRAMEWORK** | |
| **ADEPT** |  |
| **MANAGE SELF** | * Initiates action on team/unit projects, issues and opportunities. * Accepts and tackles demanding goals with drive and commitment. * Seeks opportunities to apply and develop strengths and skills. * Examines and reflects on own performance. * Seeks and responds well to feedback and guidance. |
| **DISPLAYS RESILIENCE AND ADPATABILITY** | * Is flexible, showing initiative and responding quickly to change. * Accepts changed priorities and decisions and works to make the most of them. * Gives frank and honest feedback/advice. * Listens when challenged and seeks to understand criticisms before responding. * Raises and works through challenging issues and seeks alternatives. * Stays calm and acts constructively under pressure and in difficult situations. |
| **ACT WITH INTEGRITY** | * Acts honestly, ethically and with discretion and encourages others to do so. * Sets a tone of integrity and professionalism with customers and the team. * Supports others to uphold professional standards and to report inappropriate behaviour. * Respectively challenges behaviour that is inconsistent with organisational values, standards or the code of conduct. * Consults appropriately when issues arise regarding misconduct, unethical behaviour and perceived conflicts of interest. |
| **DEMONSTRATE ACCOUNTABILITY** | * Is prepared to make decisions within own level of authority. * Takes an active role in managing issues in the team. * Coaches team members to take responsibility and follow through. * Is committed to safe work practices and manages work health and safety risks. * Identifies and manages other risks in the workplace. |

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| **ELECTION CRITERIA TO BE ADDRESSED** | |
| **QUALIFICATIONS** |  |
| **Essential**   * Diploma/Degree in WHS or at least 5 years experience in (WHS) Management services. * Experience in developing and implementing a WHS Management Plan. * Demonstrated ability to identify, interpret and determine compliance within the provisions of Work Health and safety legislation. * Demonstrated ability to develop WHS Directives and Procedures ensuring legislative requirements are met. * Capability to mentor and develop staff. * Ability and continued commitment to work according to Councils' policies and Code of Conduct, with or without supervision. * Current valid NSW Class C Drivers Licence (ongoing employment is conditional on maintaining this Licence). | **Desirable**   * Experience in Local Government. * Previous experience in WHS in manufacturing/construction or similar industry. * Experience and understanding of continuous improvement systems such as balanced scorecards. * Proven ability to liaise and develop relationships with general practitioners and other allied health professionals. |
| **KNOWLEDGE AND EXPERIENCE** | |
| Demonstrated capability or equivalent at a level of 3 to 5 years in the following areas:   * Demonstrated leadership experience within a corporate environment in a safety assurance related role. * High level written communication skills including the ability to clearly and accurately articulate complex issues and * risks in high level documentation including monthly reports and board reports, investigation reports, audit reports, * Safety communications, and risk assessments. * Demonstrated ability to effectively manage safety management systems including assurance processes. * Demonstrated strong analytical skills with the ability to collect, organise, analyse, and disseminate detailed and accurate information. * Demonstrated ability to effectively plan and lead initiatives and manage projects effectively in a dynamic, complex environment with competing priorities. * Demonstrated ability to consult with internal and external stakeholders on Health and Safety programs of work. | |

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| **SIGNATORIES \*** | |
| **POSITION INCUMBENTS NAME** |  |
| **SIGNATURE** |  |
| **DATE** |  |
| **SUPERVISOR’S NAME** |  |
| **SIGNATURE** |  |
| **DATE** |  |
| **MANAGER’S NAME** |  |
| **SIGNATURE** |  |
| **DATE** |  |

\* *Note that signing the Position Description indicates an agreement and acceptance of the content as at the date of signing.*