



Safety Business Partner

POSITION PROFILE

Division	Corporate Support	Status	Permanent, full time
Unit	Corporate Governance	Salary Grade	Grade 12/13
Reports to	Head of Safety & Wellbeing	Position Number	
		Reviewed	January 2021

STRATEGIC INTENT

1. Increased confidence levels

To ensure our community, employees and stakeholders believe in Council's ability to ensure a safe and healthy workforce able to meet our objective of creating a thriving community of active lives connected to nature.

2. Improved sustainability

To ensure we provide best value from our limited resources that creates a strong and sustainable future for our community by developing and maintaining a strong safety culture.

POSITION PURPOSE

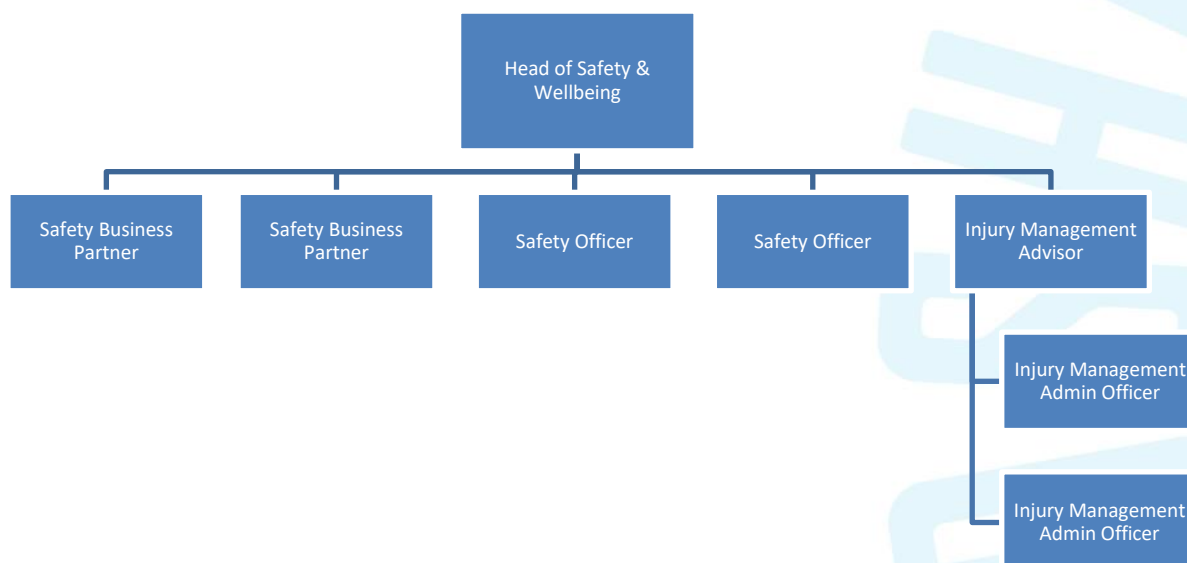
The position will play a leading role in building and sustaining effective partnerships with leadership across Council in order to contribute to and as required lead strategies to:

- maintain, develop and implement the organisation's Work Health and Safety Management System
- support implementation of practical safety advice and guidance, and
- support development and implementation of the organisation's Enterprise Risk Management Framework

Key Responsibilities include:

- Foster collaborative partnerships with internal and external stakeholders
- Provide expert advice on WHS matters
- Empower, coach and influence operational leaders to deliver a positive and resilient safety culture
- Support development and delivery of WHS and wellbeing initiatives/programs in line with Council WHS and Wellness Strategy
- Lead and support WHS investigations
- Lead and support risk management framework including supporting the business units to conduct risk assessments
- Facilitate and review WHS Management Plans
- Conduct quality WHS audits and inspections to assist in recommendations for tailored programs to improve WHS performance
- Analyse incident data and completing reports
- Support management of incidents and risks to ensure they are appropriately captured and reported
- Write tailored safety management documentation
- Facilitate work health and safety training

STRUCTURE



POSITION OUTCOMES, ACCOUNTABILITIES AND EXPECTATIONS

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
Leadership Lead by example and be responsible for supporting the delivery of all outputs and outcomes in relation to specified Functions, Processes and Activities.	Deliver all outcomes of the role within the Business Unit Performance Framework. Provide input to and implement Council/Line Manager decisions at a strategic and operational level. Ensure ongoing commitment to maintaining a culture of safety amongst staff at all levels so they accept responsibility to act/work in a manner conducive to their own safety and that of fellow workers.
Partner Relationships Actively identifies, builds and sustains relationships with customer groups to understand business drivers and the environmental context. Actively advises, supports and coaches management and employees regarding Work Health & Safety matters.	Build and sustain constructive relationships and consult with managers and others across Council to understand business requirements, particularly as they relate to the development, implementation and continual improvement of WH&S strategies, initiatives, policies and procedures. Partner with managers, staff and contractors to implement Council's WH&S strategies, initiatives, policies and procedures in a manner that effectively manages risk and is aligned with Council's values and business requirements. Partner with Corporate Governance specialist functions to ensure delivery of specialist services

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
	to customer groups in a manner that is aligned with their business needs.
<p>Change Management</p> <p>Create, embrace and lead change within the Team and across the organisation to support a partnership approach and a strong safety culture.</p>	<p>Implementation of effective change management principles.</p> <p>Strategic support and advice to management and affected staff.</p>
<p>Continuous Improvement</p> <p>Identify and implement continuous improvement of business processes and practices associated with specified Functions, Processes and Activities and associated projects.</p>	<p>Effective documentation in place including work instructions and schedules of work.</p> <p>Identify obsolete and inefficient practices and recommend changes where appropriate.</p>
<p>Specialist Expertise</p> <p>Develop, review and implement Council wide WHS framework strategies; policies; processes; procedures; and guidelines. Provide specialist WHS support.</p>	<p>Working collaboratively with the specialist Team and broader Council management team; develop, implement, review, evaluate and continually improve organisation Work Health & Safety strategies, initiatives, policies, procedures, management plans and other related material, ensuring customer business requirements are always effectively accounted for.</p> <p>Maintain awareness of contemporary approaches/issues relevant to WHS to support the development and implementation of innovative best practice strategies, initiatives, policies and procedures that optimise outcomes.</p> <p>Operate as a central contact point in relation to the provision of behavioural focused and practical Work Health & Safety advice and the promotion/dissemination of WH&S information/education across the organisation.</p> <p>Support the collection, reporting, analysis and effective utilisation of data and other relevant information from customer groups, and ensure the maintenance of timely and accurate records, in order to improve outcomes.</p> <p>Generate and interpret reports to Executive/senior management/ HSRs/WHC Committee on WHS and injury management strategy, risks and performance against objectives and targets (including lost time injuries, incidents, hazards, claims and near misses).</p> <p>As and when required manage the successful implementation of corporate strategies/projects designed to improve H&S outcomes across customer groups.</p>

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
	<p>Provide specialist behavioural focussed and practical WH&S advice and support to customer groups in relation to the consistent effective implementation of corporate WH&S strategies, initiatives, policies and procedures - including but not limited to: supporting customer groups in relation to workplace risk assessments/audits and incident investigations; supporting the timely and effective follow through of outcomes arising from risk assessments and incident investigations; providing specialist advice and innovative solutions as to how identified hazards can best be addressed; helping to identify needs, plan and, as required, facilitate WH&S-related training for staff and contractors, to improve outcomes and meet corporate and legislative requirements; and, as required, contributing to general management and business planning processes of customer groups.</p> <p>Monitor/review the implementation of corporate WH&S strategies, initiatives, policies and procedures in customer groups, continually working with managers, staff and contractors to address potential and emerging issues, manage risks and identify and pursue improvement opportunities.</p>
<p>Industry Relationship Management</p> <p>Ensure constructive regulator / industry relationships</p>	<p>Liaise with, provide information as required and build and maintain constructive relationships with SafeWork NSW other NSW agencies as well as industry bodies.</p>
<p>Tactical Planning</p> <p>Proactively contribute to the successful delivery of outcomes in the Business Plan, Operational Plan and Delivery Programme.</p>	<p>Successful delivery of outputs.</p>
<p>Performance Management</p> <p>Proactively monitor and self-manage performance.</p> <p>Constructively engage with the Team Leader Safety and Wellbeing on performance.</p>	<p>Position Matrices contain agreed performance measures</p> <p>Performance measures meet agreed KPI's</p>
<p>Resource Management</p> <p>Ensure effective resource management in the delivery of outputs.</p>	<p>Agreed performance measures met.</p>
<p>Risk Management</p> <p>Manage the risk associated with the delivery of specified Functions, Processes and Activities and associated projects.</p>	<p>Business risks are identified, assessed and managed to ensure successful delivery of objectives.</p>

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
Other duties Any other duties within area of skill as directed.	Agreed performance measures met.

SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	<ul style="list-style-type: none"> Bachelor's degree qualifications in a WHS discipline and/or, Certificate IV in WHS with equivalent level of skill or knowledge. Current Driver's Licence
	Desirable	<ul style="list-style-type: none"> Tertiary qualifications in Workplace Health & Safety Certificate IV Workplace Training and Assessment Certificate in Internal and/or Safety Auditing Work Safely in the Construction Industry (White Card) certification. RTW coordinator certification ICAM investigation trained
Experience or skills	Essential	<ul style="list-style-type: none"> Extensive experience working as a business partner to provide work, health and safety services aligned with behavioural principles to achieve safety management outcomes. Strong understanding of recognised industry Safety Management Systems. Extensive experience providing specialist guidance and support and contributing to the development and implementation of Work Health & Safety Frameworks and related programs in a complex or industrial environment. Sound knowledge and experience in the interpretation and practical implementation of Work Health & Safety legislation. Extensive experience in work health and safety risk assessment; system auditing; and incident investigation and in writing tailored safety management documentation. Strong organisational, planning and prioritisation skills with a proven ability to manage multiple projects and meet competing deadlines; provide practical solutions and focussed advice to key stakeholders; and use resources in the most effective way. Excellent written, oral and interpersonal communications skills, including the ability to work collaboratively; build and maintain key relationships; and influence others at all levels of the organisation and externally.
	Desirable	<ul style="list-style-type: none"> Experience with Figtree WHS and Injury Management system or other similar system.

CORE CAPABILITIES

Attributes

Leadership: Interprets policy, legislation and uses professional training to provide strategic advice and management of safety related matters. Decisive, provide clarity of direction, reflect corporate values, capacity to identify and implement change and professionalism.

Goals oriented: Work to achieve self-set and organisational goals, taking on challenging tasks when necessary, display initiative.

Operational planning / thinking: Critically examines the link between strategic outcomes and tactical outputs and determines what part of a strategic plan will be put into operation within a short term period (month/quarter) and sets milestones and conditions for successful delivery of outputs within this period.

Communication skills: Clearly and persuasively articulate complex technical and operational issues. Identify and tactfully deal with sensitive matters.

Relationship management: Able to build strong relationships by winning respect at all levels (internally and externally) through sound advice, reliability and personal integrity, constructively deal with difficult issues.

Team focussed: Willing to be mentored and to mentor less experienced Team members, share skills, experience and knowledge via formal and informal collaboration with colleagues and employees.

Decision making: Achieving desired outcomes by evaluating and identifying options and involving others in decisions affecting them.

OUR VALUES

Behaviours

- **Collaborate:** We are a united team. We work together to deliver great outcomes for our community
- **Achieve:** We have a can-do attitude and deliver on our commitments. We pursue excellence and believe in making a positive contribution to our community.
- **Respect:** We communicate openly, act with integrity and are inclusive
- **Evolve:** We look for opportunities and embrace change, championing new ideas, and celebrating solutions.

CORPORATE OBLIGATIONS

Code of Conduct	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it.
Customer Focus	Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery.
Delegations	Authority to operate within the Delegations attached to the position and acting within this authority.
Enterprise Content Management	Comply with Council's Enterprise Content Management Determination including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction.
Financial Management	Managing expenditure within a budget, undertake relevant checks and applying rules, regulation, process and procedures in dealing with financial matters.
Integrated Planning & Reporting	All employees must understand the integrated planning & reporting framework, the objectives and how they contribute to the long-term outcomes.
Procurement	Activities are conducted in accordance with the Procurement Policy and Guidelines to provide transparency and cost effectiveness in procurement.
Risk Management	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
Workplace Behaviour & EEO	All activities must comply with Council's Workplace Policies, Determinations and Guidelines.
Workplace Health & Safety	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.