

Position Description

Health and Safety Partner

Department/Team: People, Culture and Development

Location: Support Centre, Milton

Reports to: Health Safety & Wellbeing Lead

Direct Reports: Nil

Effective Date of PD: April 2024

Primary Objective:

The Health and Safety Partner supports the implementation of the organisational Health Safety & Wellbeing frameworks that enable a safe working environment. The role supports leaders and employees in their safety responsibilities and obligations through a contemporary partnership approach including provision of advice, training, monitoring and reporting.

Key Relationships and Position Dimensions:

The position will consult, collaborate and network with:

- Organisational leaders
- Corporate Support teams (e.g. Clinical, Quality, Property, Procurement teams)
- Lutheran Services staff and volunteers
- Regulatory bodies
- Suppliers.

The position has no indirect reports.

Key Accountabilities:

Leadership Accountabilities:

At Lutheran Services, we place equal value on the outcomes we achieve and the behaviours we demonstrate. Our competency framework provides the basis of behavioural expectations for all employees. All positions are accountable to the values and behaviours set out in the Lutheran Services Competency Framework. The Health and Safety Partner is a **Leader of Self**.

Leader of Self.

- Ensure that personalised client needs are met through effective application and appropriate escalation of client feedback;
- Proactively initiate problem-solving and identify areas for improvement to achieve successful outcomes;
- Build strong relationships with team members and clients to work effectively towards common values and goals;
- Actively engage in coaching and feedback to guide development and stay focused, resilient, and values-driven;
- Work in a simplified and efficient manner to meet service delivery expectations, client needs and organisational objective;
- Act in a consistent and proactive manner that identifies and utilises resources efficiently to deliver high-quality outcomes.

Role Specific Accountabilities:

- Provide Health and Safety partnering services that enable the organisation to meet its WHS responsibilities and obligations.
- Implement and deliver a WHS program of activities and initiatives that drive a safety culture.
- Monitor and analyse key safety metrics and provide rectification recommendations where required.
- Undertake and/or guide and support incident and hazard reporting.
- Develop high quality written materials, including but not limited to: formal reports and requests for information from regulatory bodies and other external stakeholders as required.
- Coach and guide leaders and staff in the application of their responsibilities for health and safety duties providing guidance, recommendations, and practical solutions to ensure compliance and best practice in line with the organisation's WHS management framework.
- Contribute to the development and update of relevant policies and procedures that drive a safe working environment
- Plan and conduct safety reviews and/or inspections across sites on a regular basis with a view to assessing safety performance and providing feedback including opportunities for improvement
- Develop, coordinate, deliver and evaluate health and safety related education/training for Leaders, staff and volunteers.
- Coach and guide leaders to effectively implement safety consultation processes.
- Provide WHS and Fire Safety advice and support.
- Provide guidance, advice and recommendations in relation to health and safety aspects of the procurement of products and chemicals in the workplace as required.
- Undertake allocated project work.
- Contribute to whole-of-organisation WHS projects and participate actively as a member of the PCD team.
- Maintain currency of knowledge in relevant legislation, new initiatives and/or best practice with a view implementing continuous improvement initiatives
- Represent the Health, Safety and Wellbeing team at internal and external meetings and with a view to providing support guidance and advice as appropriate.
- Administer the Workplace Rehabilitation Policy and Procedures including case management of injured employees, in line with the organisation's approach.
- Partner with Leaders to implement targeted injury management initiatives which meet better practice standards and facilitate a worker's early and sustainable return to work following injury.
- Provide advice to Leaders in relation to the management of staff with non-work-related medical conditions/injuries in accordance with the obligation to provide reasonable adjustment and to ensure safety.
- Communicate and collaborate with all stakeholders in relation to claims/injury management for best outcome/s for injured party/s and the organisation.

Position Requirements:

Essential:

- Tertiary qualifications in Health and Safety
- Previous experience in a WHS Advisory level role with a minimum of 3-5 years experience in a HR / WHS related position
- Fire Safety Advisor registration or willingness and ability to obtain this
- Demonstrated ability to work autonomously with excellent time management skills to successfully prioritise work to achieve competing deadlines
- Demonstrated ability to build strong relationships with stakeholders and managing expectations while maintaining a customer focus

- In-depth knowledge of the *Work Health and Safety Act and Regulation 2011*, and associated Codes of Practice and the *Building Fire Safety Regulation 2008*.
- Demonstrated understanding of the Workers' Compensation & Rehabilitation Act 2003 and its application in injury management.
- Well developed written and verbal communication skills
- Maintenance of a satisfactory National Police Criminal History Check.
- Current and unrestricted Queensland Driver's Licence.

Desirable:

- Certificate level qualification in Training and Assessment would be highly regarded
- An understanding of Aged Care and/or Community Services industries.