

Position Title	Work Health & Safety Business Partner
Department	People and Performance
Unit	Safety and Risk
Team	Safety
Supervises	N/A
Reports To	Team Leader Safety
Grade	G
Date Prepared	23/08/2019
Date Last Updated	1/05/2025

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

Primary purpose of position

The role of the Work Health and Safety Business Partner is to assist business units to develop, implement, audit and continually improve the organisation's Safety Management System in accordance with the requirements of WHS legislation and associated standards.

Accountabilities

- Coordinate the RTW functions for the allocated business units including but not limited to; the development of Return to Work Plans and liaising with external medical providers. This also includes attendance to strategic/customer care meetings with Case Managers and unit Managers on a periodic basis.
- Liaise with all levels of staff and management to actively educate and promote the Safety Management System.
- Identify opportunities for improvement to Safety Management System documentation and workplace practices.
- Ensure achievement of organisational lead and lag indicators.
- Support the implementation of the Safety & Wellbeing Strategy and associated Action Plan.
- Strategically support the identification and implementation of Safety & Wellbeing priorities.
- Undertake industry and market research to support Safety & Wellbeing operational improvements.
- Monitoring of system performance through management of relevant data and reporting databases ensuring timely completion and accuracy of information.
- Collation and presentation of Safety & Wellbeing data to unit Managers, Leaders and Team members.
- Ensuring currency of knowledge and application of WHS Legislation, Standards and Codes of Practice as required

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Senior Technical/ Professional Specialist

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Advanced
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Advanced
 Relationships	Communicate and Engage	Adept
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Innovate and Improve	Advanced
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Lead Self	Advanced	• Demonstrates motivation to serve the community and organisation • Initiates team activity on organisation/unit projects, issues and opportunities • Seeks and accepts challenging assignments and other development opportunities • Seeks feedback broadly and asks others for help with own development areas • Translates negative feedback into an opportunity to improve
Relationships		
Work Collaboratively	Advanced	• Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region and sector • Models inclusiveness and respect for diversity in people, experiences and backgrounds
Results		
Plan and Prioritise	Advanced	• Ensures business plans and priorities are in line with organisational objectives • Uses historical context to inform business plans and mitigate risks • Anticipates and assesses shifts in the environment and ensures contingency plans are in place

		- Ensures that program risks are managed and strategies are in place to respond to variance - Implements systems for monitoring and evaluating effective program and project management
Results		
Deliver Results	Advanced	- Sets high standards and challenging goals for self and others - Delegates responsibility appropriately and provides support - Defines what success looks like in measurable terms - Uses own professional knowledge and the expertise of others to drive results - Implements and oversees quality assurance practices

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Qualifications in WHS or equivalent experience.
- Class C drivers’ licence.

Essential Experience

- Experience in implementing Safety Management System processes and procedures.
- High level knowledge of WHS legislative framework, current trends and industry best practice.
- The ability to interpret and apply legislation to meet business requirements.

Desirable Qualifications and or Experience

- Previous industry, trade or health related professional background.
- RTW Coordinator accreditation and experience.
- Previous experience with the requirements of the Workers Compensation Self Insurers Model.
- Safety Management System auditing experience.

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	☐	☒
Does this position require incumbent to undergo criminal reference check?	☒	☐
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	☒	☐
Will incumbent need to make disclosure of pecuniary interest?	☐	☒
Could there be a conflict of interest with secondary employment?	☒	☐