

1. JOB IDENTIFICATION:

Title of Position: WHS BUSINESS PARTNER
Business Unit: PEOPLE AND CULTURE
Reports to: MANAGER PEOPLE AND CULTURE
Classification: MOA 7/8

2. POSITION:

We believe the best safety improvements happen where work is designed and decisions are made.

At the City of Unley, the WHS Business Partner works alongside leaders to identify systemic risks, improve work design and build practical capability in risk management. If you enjoy influencing real operational change rather than simply maintaining compliance systems, this role offers the opportunity to make a meaningful impact.

POSITION OBJECTIVES:

- Partner with leaders across the organisation to improve how work is designed, managed and supported so that risks to health, safety and wellbeing are effectively identified and controlled.
- Provide professional leadership in the implementation and continuous improvement of the City of Unley's Work Health and Safety Management System.
- Strengthen leadership capability in risk identification, incident learning and practical risk management.
- Support the organisation to manage both physical and psychosocial risks in accordance with WHS legislation and contemporary safety practice.
- Use WHS data, insights and operational experience to identify systemic risks and support practical organisational improvements.
- Contribute to organisational initiatives that strengthen safety performance, workplace wellbeing and leader capability.

3. KEY RESPONSIBILITIES:

- Partner with leaders to identify emerging WHS risks and support the development of practical, sustainable risk control measures.
- Provide professional advice and coaching to leaders to help them confidently meet their WHS responsibilities.



Better Together



Be Progressive



Strive for Excellence

- Mentor and support the WHS Support/Advisor role to build capability, develop professional skills and ensure consistent application of WHS systems and practices.
- Analyse incident, injury and risk data to identify trends and recommend improvements to systems, processes and work design.
- Provide guidance and oversight for significant incident investigations to ensure learnings are translated into effective corrective actions.
- Support implementation and continuous improvement of Council's WHS Strategic Plan, Safety Management System and assurance processes.
- Contribute to building organisational capability in WHS risk management through advice, education and mentoring of WHS staff.
- Provide a high level of customer service.
- Demonstrate and support the City of Unley's values when working with others and the community.
- Comply with the City of Unley's Record Management Policy, procedures and practices for all records created and received.
- Undertake other duties associated with the position as required.

Managers must comply with WHS and Return to Work SA legislation requirements and relevant WHS policies, procedures and safe work practices implemented by the City of Unley.

WHS Responsibilities:

- Actively support and contribute to the City of Unley's proactive safety culture by always demonstrating safe behaviours and respectful conduct.
- Identify and promptly report hazards, unsafe conditions, near misses, injuries, incidents, aggression, or property damage to their Program Coordinator.
- Take reasonable care for their own health and safety and ensure their actions do not adversely affect the health, safety, or wellbeing of others.
- Follow all requirements outlined in the City of Unley's WHS Management System, including relevant safe work procedures and emergency protocols.
- Attend required WHS inductions, training, and briefings, and follow all instructions, guidance, and safety advice provided.
- Use plant, equipment, and personal protective equipment correctly and only for its intended purpose and report any defects or damage.
- Immediately cease work and notify their leader if they believe a task presents an uncontrolled or serious risk.
- Raise concerns respectfully where tasks, workload, behaviours, or interactions may present physical or psychosocial risk.
- Support a respectful and inclusive environment free from bullying, harassment, discrimination, or inappropriate behaviour.
- Participate in safety discussions, reviews, or improvement activities where reasonably requested.

- Comply with emergency management procedures, including evacuation and incident response instructions.

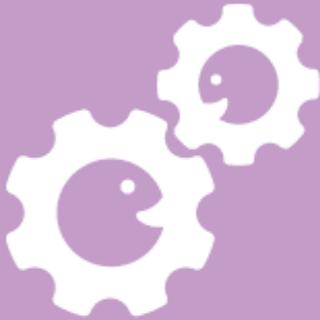
SAFE ENVIRONMENT:

- Comply with the City of Unley Safe Environment policy and all relevant policies and procedures.
- Notify the Department of Human Services if, on reasonable grounds, you suspect that a child has been or is being abused or neglected if the suspicion is formed in the course of your work while carrying out official duties.
- Notify the Department of Human Services if, on reasonable grounds, you suspect that an aged and/or vulnerable person has been or is being abused or neglected if the suspicion is formed in the course of your work while carrying out official duties.
- Seek advice and support from your Team Leader, Manager or the People & Culture team if a notification is required.
- Advise your Team Leader, Manager or the People & Culture team if there is a change in your criminal history status and undertake a Department of Human Services Screening every three or five years (time frame is related to specific clearance type), unless more regular screening is required for legislative purposes.

EQUAL OPPORTUNITY EMPLOYMENT

Contribute to the promotion and adherence of the employee conduct standards and in particular Equal Opportunity by adhering to the provisions of relevant legislative requirements.

Actively support and contribute to the City of Unley's organisational values.

<h1>OUR VALUES</h1>		
	<h2>Better Together</h2> <p><i>Looks like ...</i></p> <ul style="list-style-type: none">• Everyone matters• Embrace diversity and difference• Work as a team• Collaborate with others• Show care and support• Share information and share the load• Celebrate the wins, and the effort to get there	
	<h2>Be Progressive</h2> <p><i>Looks like ...</i></p> <ul style="list-style-type: none">• Adapt, experiment and try new ways• Be agile, open and take the right risks• Seek new information & perspectives• Learn and grow• Embrace challenge and take action• Shape the future	
	<h2>Strive for Excellence</h2> <p><i>Looks like ...</i></p> <ul style="list-style-type: none">• Deliver our best work• Set the benchmark high• Be the best at getting better• Reflect, evaluate and measure• Achieve outstanding results• Have pride in working for local government	

4. PERFORMANCE AND SKILL REQUIREMENTS:

a) Qualifications/Experience

Essential

- Relevant tertiary qualifications and/or extensive experience relevant to the position.
- Demonstrated experience in developing a Safety Culture and implementing Work Health and Safety management systems.
- Experience in the development and implementation of strategies, programs and/or services in fields relevant to Work Health and Safety, Rehabilitation and Compensation.
- Experience in the preparation, analysis, and application of statistical and qualitative information for strategy and program development.
- Experience within an organisation that is self-insured (Performance Standards for Self-Insurers).
- Proven experience in workplace incidents investigations, reporting and working with Safe Work SA.
- Driver's Licence – 'C' Class or ability to travel between Unley locations.

NOTE: Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.

Desirable

- Certificate IV in Training and Assessment.
- Knowledge of Return-to-Work SA requirements.
- Knowledge of the Local Government Association Workers Compensation Scheme requirements.
- Knowledge of Council policies and procedures.
- Experience in developing and working with integrated management systems, including WHS and environmental management systems.

b) Knowledge

Essential

- Understanding of WHS legislative environment and best practice program activities and work practices.
- Knowledge of computing systems and practical application of analysis techniques for identification and reporting of relevant information.

c) Skills

Essential

- Proficiency in the use of Microsoft Suite of Applications, 365, tablets and internet technologies.
- Strong interpersonal skills to develop and manage relationships with key stakeholders.

- Ability to communicate effectively (both written and verbal) with all levels of the organisation, including report preparation for the Executive Management Team, Audit Committee and Council.
- Effective project management skills to ensure tasks completed in line with project objectives.
- Capacity to influence, build and work collaboratively with key stakeholders and team members.
- Ability to interpret and apply legislation.
- Sound analytical and problem-solving skills.
- Ability to prepare and deliver contemporary training to a wide variety of groups.
- Effective time management skills and ability to meet reporting deadlines.
- Ability to act autonomously and make appropriate decisions.
- Ability to identify suitable WHS performance measures.
- Ability to quickly comprehend and apply information management systems.
- Budget management.

Desirable

- Ability to use ChemAlert.
- Auditing of safety management systems.
- Contemporary training design, delivery & assessment techniques.

d) Responsibilities

- Managing resources (financial, human and physical) to ensure activities are delivered to plan, within timeframes, quality and budget.

f) People Management

- Demonstrated ability to lead, manage and develop people in order to manage work and resources across a range of complex projects.
- Proven ability to negotiate, motivate, develop and influence others towards common organisational outcomes, particularly when faced with resistance.
- A commitment to ongoing professional development and continuous learning.

By signing this position description the employee and the employee's manager agrees that it is an accurate reflection of the responsibilities and requirements of the position:

Incumbent:

Date:

Manager:

Date: