

WHS PARTNER

Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

Our Goals

Thriving Community <i>A City where people have the opportunity to connect and flourish</i>	Prosperous Economy <i>A City with a thriving economy that enriches its local community</i>	Clean And Green City <i>A City that values its natural environment</i>	Places For People <i>An accessible City where people love to be</i>
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Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes.
Our systems, processes and tools are contemporary and reflect leading practice.
Our assets and finances are managed with good stewardship.

We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

Our Organisational Values

Make a Difference We serve our community well <ul style="list-style-type: none">• Deliver public good• Improve the quality of people's lives• Community focussed• Deliver Council's City Plan	Grow & Improve We improve our work everyday <ul style="list-style-type: none">• Innovate• Continuously improve• Problem solve• Adapt & change• Engage the community• Shape the future	Better Together We collaborate & create to deliver meaningful outcomes <ul style="list-style-type: none">• Trust, honesty, integrity• Care & support each other• Work as a team• We celebrate success• We are accountable• Open communication
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The position is:

Position Title	WHS Partner		
Department & Section	Corporate Services, People & Culture		
Team	Work, Health & Safety		
Reporting to	WHS & Injury Management Team Leader		
Positions Reporting to it	Nil		
Classification and Stream	MOA 5		
Position Number	1045 1047	Prescribed Position:	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

How does this position contribute to our community?

The WHS Partner works collaboratively with managers, leaders and teams across Council to embed safe, healthy and compliant work practices into day-to-day operations. Acting as a trusted advisor, the role partners with the business to identify risks, influence effective controls, build WHS capability and support positive safety culture outcomes, while ensuring alignment with legislative and organisational requirements.

What does the position do?

- Partner with managers, team leaders and operational teams to provide practical, legislative, risk-based WHS advice that supports safe and effective service delivery.
- Act as a trusted WHS advisor, influencing consistent application of WHS principles while considering operational context.
- Coach and support leaders to build capability in hazard identification, risk management, incident prevention and relevant WHS processes to ensure regulatory compliance.
- Develop strong working relationships across Council to promote shared ownership of WHS outcomes.
- Partner with leaders during workplace incidents to coordinate complex investigations, identify root causes and agree practical corrective actions.
- Embed WHS&RTW Strategic Improvement Plan into operational outcomes
- Provide operational WHS support to managers, team leaders and staff across Council.
- Support the use of corporate WHS systems (e.g. Skytrust, ChemAlert) to ensure accurate reporting and follow-up.
- Facilitate risk management processes, including risk assessments, inspections, safe work observations, hazard identification and SWMS.
- Facilitate with the notification, reporting and investigation of near misses, incidents and hazards. This includes identifying and reporting notifiable incidents and liaising with Authorities when needed.
- Contribute to and/or facilitate small internal audits, reviews and initiatives to improve safety performance and culture.
- Developing and maintaining constructive working relationships both internal and external to the organisation to support with WHS outcomes.
- Provide mentoring and guidance to leaders and Health and Safety Representatives to strengthen consultation and problem-solving.
- Support the development of training needs analysis, recommendations and training plan

POSITION DESCRIPTION



- Contribute to and encourage participation in corporate wellbeing initiatives in partnership with the business.
- Contribute to WHS documentation and reporting in line with Council requirements.
- Championing the relevant WHS Committees by attending meetings and providing guidance.
- Build constructive working relationships which underpin the WHS brand as trusted business partners across the organisation, facilitating consultation and communication efforts as required for legislative requirements but also to enhance engagement and ease of access to the WHS system across the organisation.
- Personally comply with and ensure that defined information management practices, policies and principles are embraced within the workplace
- Other reasonable duties as required

What outcomes does the position deliver?

- Improved workplace safety culture through proactive WHS initiatives, mentoring, and leadership support.
- Increased WHS capability among leaders and teams.
- Reduced incidents and risks via thorough investigations, hazard identification, and implementation of corrective actions.
- Improved management of WHS risks through practical, collaborative solutions.
- Enhanced compliance with WHS legislation and Council policies through expert advice and operational support.
- Support for Council's wellbeing initiatives, contributing to a healthier and more resilient workforce.

The behaviours we expect the position to contribute to our workplace are:

- Alignment to PAE Values, Code of Conduct and committed to modelling best-practice safety and well being.
- Sound problem solving and decision making
- Proactive, self-motivated and takes initiative to independently research, learn and maintain up to date knowledge relevant to the role.
- Takes responsibility for self and maximise your own potential
- Able to adapt and be open to new ideas and concepts within a changing work environment
- Customer focused, responsive and professional when supporting others across the organisation to interpret WHS legislation
- Coaches and supports others to build confidence and capability in WHS.
- Manages workload effectively, prioritising tasks to meet agreed service levels and deadlines.
- Communicates clearly, build strong working relationships, take a proactive, solutions focused approach and influences positive safety outcomes.
- Ability to use innovative thinking to consider alternative approaches and determine an appropriate course of action
- Communicates well with others and encourages people to share different ideas and viewpoints.
- Develop constructive work relationships through trust and effective interpersonal skills

Qualifications for the position

- A Certificate IV qualification in Work Health and Safety and/or minimum of 3 – 5 years relevant work experience is essential
- WHS Auditing and ICAM qualifications and/or experience is desirable.

Experience

- Implementing WHS Management Systems
- Experience in WHS Partner or equivalent position in a large, complex and diverse organisation is essential.
- Local Government experience is desirable.

Knowledge

- Knowledge of WHS Act 2012, Regulations and relevant Standards

Information Management/Cyber Security

- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.

Child and Vulnerable People Safe Environment

- A child and vulnerable people safe environment is maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

Our Safety and Return to Work Commitments

All Employees

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.