Position Description – Senior Safety Business Partner

Division	Corporate Services
Portfolio	Governance and Risk
Business Unit	Workplace Health & Safety
Level	6
Reports To	Team Leader Governance and Risk
Prescribed Position	No

Position Objective

To support and encourage a positive Work Health and Safety (WHS) and continuous improvement culture within the Council by providing professional advice and assistance to Leadership, Health and Safety Representatives, employees and volunteers as aligned to Council's WHS Strategic Objectives and obligations.

To assist all Business Units in the management of the City of Charles Sturt's WHS Management System to ensure consistent implementation across the organisation to legislative and Return to Work SA Self Insurer Performance Standards

Key Responsibilities

- Work collaboratively on the ongoing development, review, implementation and reporting of the WHS management system to ensure compliance and continuous improvement.
- Promote a strong WHS Culture across the organisation and increase awareness amongst leadership and employees of WHS issues and initiatives.
- Ensure the development, review and implementation of Council's WHS Management Policies and Procedures, in line with the model suite of documents as developed and amended by the Scheme.
- Drive the WHS Risk Management process across the organisation and provide key stakeholders with assistance and advice as required.
- Conduct regular audits to ensure WHS processes and systems comply with Return to Work SA's standards for self-insurers, relevant legislation and corporate policies and procedures.
- Regularly attend industry body network meetings to monitor and implement industry best practice initiatives.
- Develop and maintain effective relationships with other business units, and relevant third parties such as the Local Government Schemes.
- Undertake the Local Government Association Worker Compensation Scheme's annual KPI review.

- Ensure appropriate support is provided to executive, leadership and employees in the development and implementation of the WHS strategic and operational plans.
- Report progress of the WHS strategic plan to executive leadership.
- Work with employees to ensure all incident / hazard reports including associated documentation are followed up and completed in a confidential, timely fashion, in line with LGA Workers Compensation Scheme requirements.
- Contribute as a team member in achieving business goals and provide backup support for other team members.
- Undertake other duties or projects as assigned by the Team Leader Governance Risk or Manager Governance Risk.
- Prepare correspondence, presentations and other material as required.
- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customer's expectations.
- Responsible for being actively involved in the identification and management of the day to day risks of their activities and projects.
- Take reasonable care for your own and others health and wellbeing in accordance with the Work Health & Safety Act 2012 and with Council's Work Health and Safety Management Systems.
- Promote and maintain a child safe environment and take action as per Council's Children and Vulnerable Persons Policy.

Selection Criteria

Skills

- Excellent interpersonal, oral and written communication skills, with an ability to build and sustain networks and establish positive working relationships with all levels of leadership and employees.
- Ability to lead and motivate others to increase teamwork and performance.
- Ability to exercise initiative and judgement using conflict resolution skills to negotiate outcomes.
- Well-developed research and problem solving skills.
- Highly motivated, professional and self-disciplined (with ability to operate with general direction and supervision).
- Ability to effectively plan and manage own workload, set priorities and objectives and deliver on defined timeframes despite conflicting demands.
- Ability to take a proactive leadership role in the development and implementation of WHS risk management strategies and desired outcomes
- Possess a high level of personal integrity, positive attitude and strong work ethic, with proven ability to maintain privacy and confidentiality.
- Intermediate computing skills including knowledge of the Windows Explorer and Internet Explorer environments are required.
- Demonstrated understanding and enthusiasm for the direction of the City and Organisation.

- Use of corporate technology including systems in electronic document management, land and property management, finance, customer requests and intranet.
- Demonstrated behaviour consistent with the corporate values.

Knowledge

- Knowledge of WHS risk management and internal audit techniques and strategies as it applies to the Council.
- Sound knowledge of relevant legislation, codes of practice and standards.
- Knowledge of local government, its business systems and responsibilities to various stakeholders.

Experience

- Experience in providing a high-level advisory service to leadership and employees in an WHS context.
- Experience in WHS risk management, internal audit, and business improvement is desirable.
- Experienced in working within a construction and maintenance environment is desirable.
- Practical experience in the development, implementation and delivery of WHS training programs.
- Experience in a self-insured environment is highly desirable.
- Demonstrated understanding and enthusiasm for the direction of the City and the Organisation.
- Demonstrated behaviour consistent with the organisational values.

Qualifications & Requirements

A tertiary qualification in Occupational Health & Safety or related field and/or commensurate demonstrated experience in lieu of formal qualifications	Desirable
Car Licence	Desirable
Certificate 4 in Workplace Training & Assessment	Desirable
Senior First Aid Certification	Desirable
Accredited WHS Internal Auditing Qualification	Desirable