

JOB DESCRIPTION

Work Health and Safety Business Partner

ABOUT UNITING

Our purpose: To inspire people, enliven communities and confront injustice.

Our values: As an organisation we are **Imaginative, Respectful, Compassionate and Bold.**

At Uniting, we believe in taking real steps to make the world a better place. We work to inspire people, enliven communities and confront injustice. Our focus is always on the people we serve, no matter where they are at in their life.

Our services are in the areas of aged care, disability, child and family, community services, and chaplaincy and we get involved in social justice and advocacy issues that impact the people we serve. As an organisation we celebrate diversity and welcome all people regardless of disability, lifestyle choices, ethnicity, faith, sexual orientation or gender identity. We commit to respecting children and take action to keep them safe.

Uniting is the services and advocacy arm of the Uniting Church NSW & ACT and as such Uniting leaders understand, support and can express the mission and purpose of the Uniting Church.

ABOUT THE ROLE

Role Purpose

This role is responsible for actively supporting the WHS Business Managers and Head of WHS & Injury Management in creating a safer, healthier and happier workplace across Uniting. The WHS Business Partner provides support to the WHS team in the development, implementation and continuous improvement of Uniting WHS Management system, business stream specific processes and procedures, compliance and safety performance.

ROLE KEY ACCOUNTABILITIES

You will be an integral member of the WHS & Injury Management team in the CP&S directorate through the following:

- Drive implementation and application of the Work, Health, Safety (WHS) Management system through collaboration (i.e. hands-on support, guidance, coaching and mentoring) with Operations Managers, Service Managers, line managers and health and safety representatives / committees and other relevant consultative forums.
- Work with Service Managers to build and implement effective controls and solutions for day to day health and safety issues and problems.
- Conduct periodic and planned health checks to confirm conformance or otherwise identify and support corrective action for the effective operation of the management system and hazard controls.
- Facilitate achievement of performance targets and contribute to WHS reporting and performance analysis requirements.
- Contribute to the development safety improvement initiatives and strategies.

- Maintain a high standard of conduct and work performance based on Uniting's values to promote our reputation with key internal and external stakeholders
- Ensure integration and collaboration across Uniting to deliver seamless and impactful end to end services with the customer at the centre
- Actively engage and participate in the performance management framework and review processes at Uniting
- Act in a manner which upholds and positively reflects the Uniting Code of Conduct and Ethical Behaviour
- Contribute to a culture of openness, feedback and productivity.
- Model, communicate an act in ways that are consistent with our values of Bold, Respectful, Imaginative and Compassionate.
- Take care of the safety of yourself and others always and undertake work in a safe manner in accordance with policies, procedures and instructions (written or verbal) and in adherence to WHS policies and procedures.
- Actively contributes to a safe and supportive working environment that is inclusive of all staff through celebrating their nationality, cultural background, LGBTI status, abilities, gender and age.

As the WHS Business Manager, your role specifically will:

- Coordinate WHS team activities as requested by the Head of WHS & IM or WHS Business Managers and contribute to the development and implementation of plans regarding key health and safety strategies.
- Work with and assist the Business Managers in the development, review and implementation of the Uniting Safety Management System.
- Assist in the review of incidents, near misses and unsafe working conditions including reporting of identified hazards and appropriate risk control measures to the relevant Manager as required.
- Coordinate tracking of lead indicators for the WHS team and Directorates to support change and enhance culture.
- Assist with the co-ordination of safety requirements in relation to specific research and safety projects.
- Assisting in the administration and review of WHS incident entries in the Quasar incident reporting database, WHS induction and training records.
- Conduct relevant research and operational information and assist WHS team to evaluate and integrate the information they receive.
- Support WHS projects in line with Uniting and business unit strategic initiatives and WHS strategic plan.
- Actively promote safe work practices in the workplace during all activities consistent with Uniting's policies and comply with all WH&S legislation, policies and procedures.

ABOUT YOU IN THE ROLE

As a staff member of Uniting you will celebrate diversity and welcome all people regardless of lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

Your directorate: CP&S
You'll report to: WHS Business Manager

YOUR KEY CAPABILITIES

Individual leadership

- **Improving performance** - Works with others and offers suggestions to find ways of doing the job more effectively.
- **Owning the job** - Takes ownership for all responsibilities and honours commitments within their own role and strives to achieve goals with a "can-do" attitude to levels of excellence.
- **Perseverance** - Remains committed to completing the job in the face of obstacles and barriers.
- **Timeliness of work** - Sets achievable timeframes and works to complete projects, tasks and duties on time.

Business Acumen

- **Organisational Operation** - Displays awareness of Uniting's business objectives and understands how personal objectives relate to those objectives.
- **Organisational Objectives** - Has broad awareness of Uniting's vision and values and how they apply to issues in the team.
- **Develops and Grows the Business** – Understands team and organisational goals and works collaboratively with Team Members to achieve organisational goals.
- **Makes Sound Decisions** – Analyses problems, seeks input from relevant people and then takes appropriate action to implement the most effective solution in a timely manner.

QUALIFICATIONS & EXPERIENCE

Qualifications:

- Tertiary qualifications in a health or related discipline or demonstrated equivalent knowledge and/or experience
- Certificate IV in OHS or equivalent.
- Certificate IV in Training & Assessment (or equivalent) – preferred but not essential
- Internal Auditor Certification (or equivalent) - preferred but not essential

Experience:

Typically, this role will require 2 - 4 years of experience in a Health and Safety Coordinator role preferably in the human services/health care/aged care industry sectors. You will have excellent written and verbal communication skills, be organized, systematic, thorough, accurate and disciplined. You will be continuing to develop in your area of expertise and be expected to provide innovative ideas to solve problems in your discipline. It is expected that you will be developing good skills at navigating a complex organisation, forging relationships, and managing through influence rather than direct authority as required.

- Ability to establish and maintain effective and collaborative working relationships.
- Ability to interpret and practically apply work health and safety legislation, related codes of practice and industry standards.
- Ability to utilise problem solving techniques to investigate incidents and provide solutions to day to day health and safety problems and issues.
- Sound knowledge of and ability to practically apply the hierarchy of controls within situational contexts.
- Ability to interpret and analyse incident and injury data to identify adverse trends.
- Ability to work independently whilst contributing to team objectives and targets

- Team enhancer with a demonstrated passion, enthusiasm and genuine commitment to workplace health and safety.
- Well-developed written, engagement, and relationship skills with the ability to influence.
- Experience and competencies in hazard identification, and risk management.
- Experience in developing and delivering WHS training.
- Experience in the development and implementation of compliant Safety Management systems.
- Microsoft skills including PowerPoint, Excel, Word, at intermediate level or higher
- Proven experience to work with minimal supervision to achieve deadlines and targets.

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| Employee Name: | | Manager's Name: | Rene van der Merwe |
| | | Title | Head of WHS & IM |
| Date: | | Date: | |
| Signature: | | Signature: | |