

Position Description

Position Title:	Safety Business Partner
Position Number:	HRM103
Department:	People, Culture and Safety
Reports To:	Coordinator Health, Safety and Wellbeing
Supervises:	Nil

Organisational Environment

Located between Brisbane City and the Sunshine Coast, Moreton Bay is one of Australia's fastest growing urban regions. Moreton Bay has a strong and connected community that enjoys a coastal and pristine natural environment as well as thriving community and cultural hubs, vibrant entertainment options and award-winning commercial, educational, medical, leisure and residential precincts.

The People, Culture and Safety (PCS) Department works in partnership with all divisions of Council with a focus on ensuring Council builds the capacity of its employees and business to achieve its long-term strategic and operational goals.

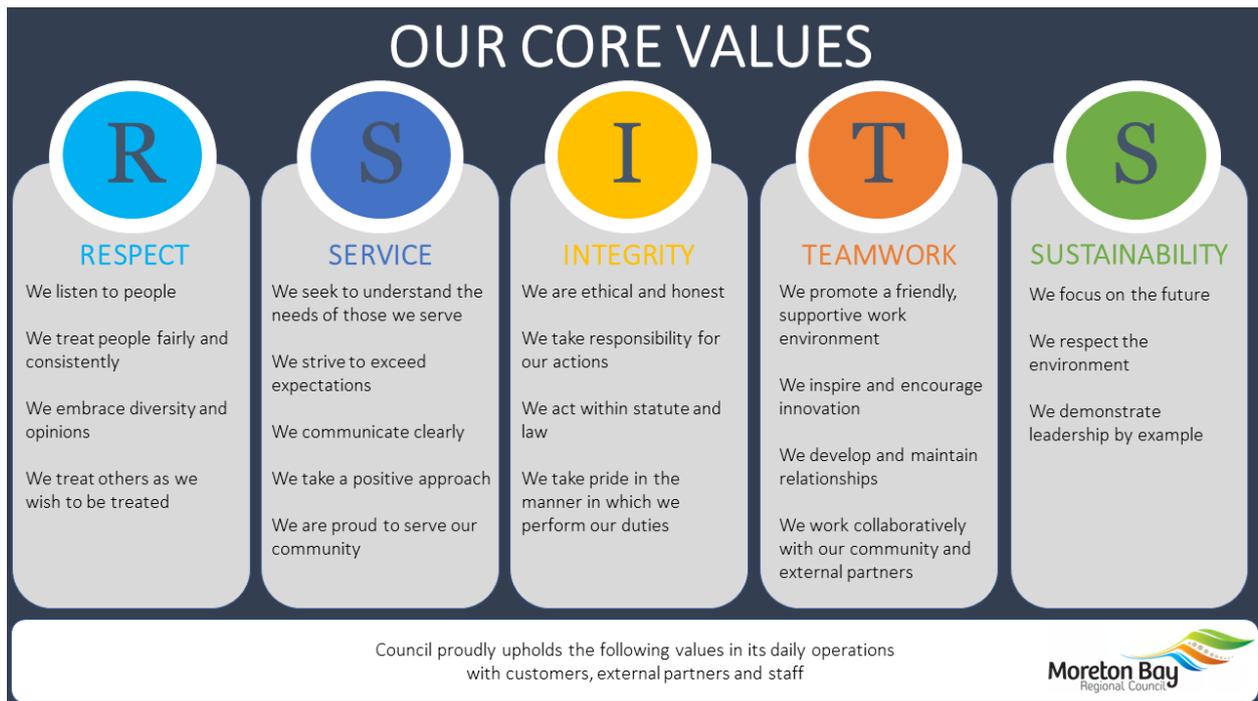
Position Purpose

To contribute to the development and continuous improvement of a proactive safety culture across Council that promotes the safety and wellbeing of all staff through workplace health and safety (WHS) policy, procedures, training and development and continuous improvement practices. This position provides client focused WHS advice, guidance, services and support to managers and employees.

Specific Accountabilities

Description
Organising and Operating
Provide best practice WHS advice to internal stakeholders in a manner that fosters the 'Safety First' culture of Moreton Bay Regional Council (MBRC) whilst ensuring legislative requirements are being met, coaching leaders at all levels to provide consistent safety leadership.
Assist work teams in the development and implementation of WHS standards, safe work method statements, safe work operating procedures and other relevant safety documentation.
Lead Perform proactive and reactive risk assessments and inspections including site inspections, equipment inspections.
Perform incident investigations, incident management and investigation processes by reviewing incident reports, managing incident workflows and providing appropriate advice and guidance to operational teams on further actions and investigations as required, while ensuring a seamless interface for the workforce, external contractors and members of the public.
Gather and analyse WHS statistics that are required to maintain Council's WHS management System and monitor organisational compliance, reporting noncompliance where necessary.
Maintain systems for the control of documentation and data relating to WHS management.
Support continuous improvement in the business performance of WHS and effectively contribute to raising awareness to reduce workplace incidents and injuries.
Prioritise and manage ad hoc projects in response to continuous improvement opportunities as they arise within Council's WHS Management System and monitor progress through regular reporting.

Collaborate with the wider PCS team to deliver corporate training that encapsulates the values of MBRC and promotes the 'Safety First' culture.
Contribute to the development and implementation of WHS activity schedules, business plans, strategies, operational processes and performance reports for Council.
Liaise with Council's safety representatives, and provide a platform for ongoing mentoring, information sharing, education and sharing of expert technical advice.
Provide support such as education and facilitation to line managers and their teams to strengthen WHS practices and support organisational outcomes.
Be available for "on call" work as required.
Quality and Compliance
Conduct safety audits, and assist in the review and analysis of relevant safety audits, reports and non-compliances to ensure all risk assessment processes are being effectively monitored and reported with recommended corrective actions being implemented by the relevant business units.
Provide accurate and timely information and WHS advice to stakeholders to ensure Council's WHS obligations are managed effectively, efficiently and in accordance with relevant legislation, Council procedures, policies and directives.
Contribute to identification and management of risks applicable to the organisation and ensure that staff understand key risks facing the organisation and how they should be managed.
Stakeholder Relations
Facilitate and participate in regular meetings including but not limited to; safety consultative committees, safety meetings, local team works planning and safety review meetings. Encourage involvement from those participating in the improvement of all aspects of safety, and alignment with Council's WHS Management System.
Convene Workgroup meetings for safety representatives, distribute minutes and action meeting agenda items as required within identified timeframes.
Attend monthly toolbox talks and provide information, feedback and training as and when required. Provide a means for WHS data to be shared amongst stakeholders.
Collate WHS data and disseminate reporting information to MBRC stakeholders as required.
Liaise with external agencies in matters of safety and wellbeing as and when required.



Position Dimensions

Staff Resources: Nil
Section or program budget: Nil

Decision Making Authority

Policy: Interprets and applies policies

Delegations: Delegations under the *Local Government Act* and *Work Health and Safety Act 2011*, and as directed and published in Council's *Delegations Register*.

Knowledge, Experience, Qualifications and Attributes

- Formal qualification in Work, Health and Safety, with a minimum Certificate IV Work Health and Safety or other relevant Health and Safety qualification essential.
- 2 to 3 years experience as a Health and Safety Advisor, preferably as a Health and Safety Business Partner.
- Current knowledge and understanding of all legislative requirements under Work Health and Safety Act 2011 and Work Health and Safety Regulation 2011. Ability to interpret legislation, provide advice and enact the Act.
- Current class C driver's licence essential.
- Construction Induction Card competency that has been used or obtained within the past 2 years.
- Proven knowledge of investigative frameworks and well-developed investigative, analytical and research skills.
- Certificate III in Investigative Services and/or ICAM qualification desired but not essential.
- Experience in delivering WHS training packages.
- Certificate IV in Training and Assessment desired but not essential.
- Demonstrated experience in Project Management or qualifications to support leading change desired but not essential.

- Highly developed written and verbal communication skills including developing presentations and report writing, providing advice, direction and support to key stakeholders.
- Proven track record in establishing and maintaining effective business relationships with internal and external stakeholders.
- Resourceful team player with the ability to establish and maintain effective business relationships with internal and external stakeholders.
- Demonstrated ability to mentor and coach managers, WHS personnel, workers and other stakeholders in all matters of WHS.
- An understanding of multiple workplace hazards and the detailed principles of their identification and analysis, along with an understanding of all principles of WHS risk management and their application in a complex diverse setting.

This position description is a true reflection of the current requirements of the role. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.

I have read, understood and accepted the responsibilities as outlined in this position description.

Signature: _____ **Date:** _____