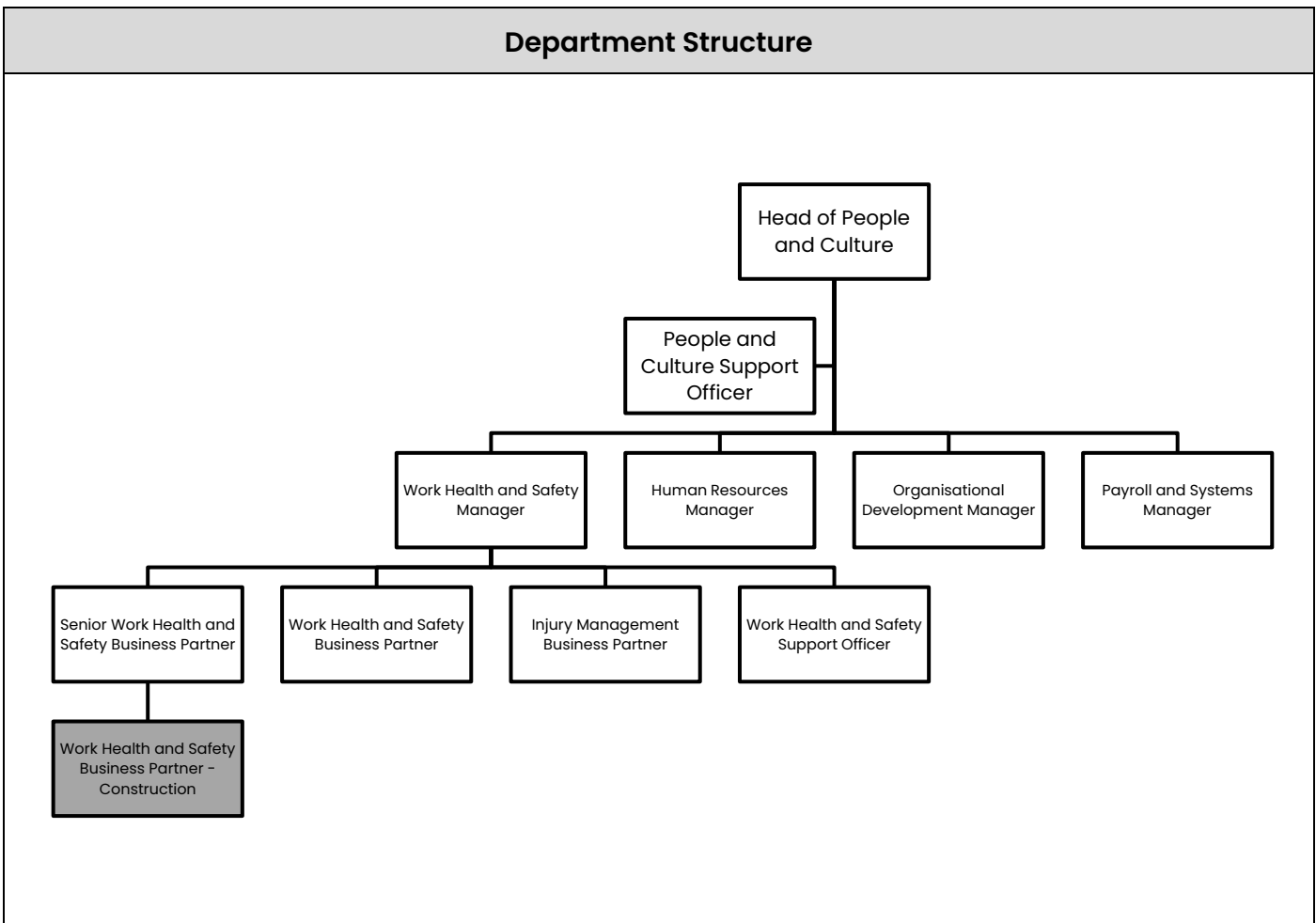


Position Description

Position Title:	WHS Business Partner - Construction
Grade:	J
Department:	People and Culture
Date:	October 2024

Position Purpose

To support the development and implementation of Council's Work Health and Safety Management System, and to develop, facilitate and deliver Work Health and Safety strategies and programs, in order to drive and improve a preventative safety culture.



Key Result Areas

1. Council's Work Health and Safety Management System

Major Actions

- Development of WHS Management System (WHSMS) policies, procedures and practices
- Monitor Council's legislative compliance

2. WHS Technical Advice

Major Actions

- Ensure staff are advised of all statutory obligations, regulations and ordinances
- Recommend actions, provide advice and support stakeholders relating to:
 - Construction and project works
 - Safe work practices
 - Hazard Identification
 - Incident investigation
 - Development of risk assessments
 - Business plan activities
 - Injury management and return to work
- Participate in and provide advice and guidance to Council's Health and Safety Committee and elected Health and Safety Representatives (HSRs)
- Lead and monitor projects to improve WHS and IM practices and across construction works and projects
- Undertake site observations on construction and project sites upon request and provide reports
- Construction and project incident reporting and investigation
- Implement, manage and monitor the Contractor Management System (CMS), including auditing and reporting
- Review Project Tender documentation for compliance
- Assist with the development and implementation of appropriate site and work inductions.

3. WHS Activities in Council's Operational Areas

Major Actions

- Manage and monitor incident investigation
- Monitor and manage hazard identification
- Develop and implement preventative programs
- Conduct research into WHS matters
- Regularly conduct internal safety audits and action outcomes

Key Result Areas

4. WHS Training and Programs

Major Actions

- Identify training needs relating to the WHSMS
- Undertake training of staff in WHSMS
- Ensure compliance with all legislative requirements for WHS and IM training
- Provide safety training and recommendations to e-learning
- Development and implementation of safety programs including mental health initiatives
- Monitor and review the effectiveness of WHS and IM programs

5. Injury Management

Additional Actions when required

- Facilitate the workers' compensation claims management process from initial report through to claim closure
Process workers' compensation claims in compliance with required timeframes
- Maintain a current working knowledge of relevant industry developments, legislation and practice
- Arrange early intervention contact in response to workplace injuries and non-work related injuries when requested
- Attend medical appointments with injured workers, people leaders, and treatment providers where appropriate
- Establish Recover at Work Plans in accordance with insurer and Council procedures
- Monitor worker compliance and document the progress of injured workers' treatment and capacity to return to work
- Participate in claims review meetings with Insurer

6. Maintenance of Council WHS Management System including Documents and Databases

Major Actions

- Ensure regular internal WHSMS audits
- Liaise with SafeWork NSW regarding licence requirements
- Maintenance of documentation
- Data collection where required
- Maintain databases and ensure that all risk assessments, audits and WHS inspections are up to Date

7. Customer Service

Major Actions

- Provide effective service to Council customers, internal and the community
- Accurately identify the needs of customers and take appropriate action to satisfy customer needs
- Present a positive image of Council

Key Result Areas

8. Corporate Governance and Effective Work Practices

Major Actions

- Carry out work in line with relevant legislative and statutory requirements and /or industry codes, practices and standards
- Adhere to Council's Code of Conduct, Values and relevant policies and procedures
- Take responsibility for and manage own work and contribute to a productive work environment
- Accept and contribute to workplace change
- Undertake workplace tasks as directed
- Work cooperatively with others and use positive communication techniques
- Resolve workplace conflict in line with Council policy
- Undertake recordkeeping activities in accordance with Council's Records Management business rules, procedures, policies and State Records Legislation

9. Work Health and Safety (WHS)

Major Actions

- Attend training as required
- Perform work in accordance with WHS policies and procedures
- Participate in consultative processes for the management of WHS

Qualifications, Experience and Specialist Skills & Knowledge

Essential

- Tertiary qualification in Work Health and Safety or relevant field
- Strong work experience in construction compliance and safety related roles
- Demonstrated experience and knowledge in:
 - Safety and compliance risks associated with construction and project work
 - Undertaking compliance and safety observations on construction and project sites
- Demonstrated experience and expertise in conflict resolution and negotiation skills with internal and external stakeholders
- Demonstrated understanding of WHS Legislation
- Current Class C Driver's Licence
- Excellent verbal and written communication skills
- High level of accuracy and attention to detail

Desirable

- Certificate IV in Workplace Training and Assessment
- Demonstrated experience in the development and implementation of WHS Management Systems
- Experience in Injury Management and RTW Accreditation
- Working knowledge of sediment and erosion control
- ICAM or similar trained
- Auditor of WHS Management Systems