

POSITION DESCRIPTION

Position Title:	Safety Health and Wellness Business Partner (SHWBP)
Reports to:	Safety Health and Wellness (SHAW) Manager
Direct Reports:	Nil
Business Area:	People and Culture
Primary Location:	Corporate Office

PURPOSE

The Safety Health and Wellness Business Partner (SHWBP) is responsible for building Amana Living's people capacity to achieve the desired safety health and wellness culture and outcomes in a designated portfolio of the business. Operating in collaboration with business partners across all People and Culture functions, the SHWBP provides effective, accurate and timely advice and support to managers and employees under the guidance of the SHAW Manager.

VISION, MISSION, AND VALUES

The Safety Health and Wellness Business Partner contributes, leads and role models Amana Living's Vision, Mission, and Values.

VISION A community where every older person is honoured and valued.

MISSION Together, we enable older people to maintain their individuality, providing what is needed to support a fulfilling life.

VALUES

- Compassion** We act with kindness, empathy, and respect to foster a community of caring
- Collaboration** We work together, so every person's contribution advances our common purpose
- Curiosity** We are determined and creative in finding ways that deliver great outcomes
- Inclusion** We celebrate diversity, ensuring everyone is welcomed and treated equitably
- Trust** We take our responsibility seriously and are worthy of the trust placed in us

AGED CARE CODE OF CONDUCT

Aged care workers are covered by the Code of Conduct for Aged Care. The Code sets out how approved providers (Amana Living) and their workers (Amana Living staff) and governing persons must behave and treat consumers when providing aged care services, and strengthens protections for older Australians against unsafe, poor-quality aged care services.

Amana Living expects all staff covered by the Aged Care Code of Conduct to comply with Code and all remaining staff to provide care and/or service that is safe and respectful and to behave in a way that is in keeping with the Code.

WORK HEALTH AND SAFETY

The Safety Health and Wellness Business Partner is required to take reasonable care for their own health and safety and the health and safety of other persons at the workplace. Throughout their employment they must comply with any reasonable instructions, policies and procedures relating to health and safety at the workplace.

KEY DUTIES AND RESPONSIBILITIES

- Provide generalist work health, safety and wellness advice, support and coaching to assigned portfolio of business areas.
- Provide accurate and timely advice on the practical application of work health and safety policy, procedure and legislative requirements, translating our governance framework into operational practices.
- Provide guidance, assistance and coaching to managers through the completion of site safety audits and development and monitoring of corrective action plans.
- Promote the Health and Safety Representative role, coach and build the capacity of HSR's in assigned portfolio and assist them to carry out their duties effectively.
- Assist in maintaining Amana Living's Work Health and Safety Management System (WHSMS) by contributing to the development and implementation of WHS policies, procedures, and systems for continuous improvement, to ensure operational risks are reduced as low as reasonably practical.
- Contribute to development of safety health and wellness promotions, programs and initiatives to improve awareness and organisational wellbeing. Lead the implementation, review and assessment such programs within assigned portfolio.
- Contribute to major projects within assigned portfolio, facilitating WHS consultation with affected workers, providing advice to project leads (such as property team) prior to project commencement, then monitoring and supporting the ongoing safety performance, including hazard identification and mitigation.
- Maintain and analyse data on hazards, incidents, and other relevant performance indicators to inform strategies for continuous improvement.
- Conduct risk assessments on operations and hazards impacting workers, and others in the workplace.
- Review Pre-employment Medicals in line with Amana Living's physical capacity assessments.
- Work with the Injury Management Consultant, collaborating on injury matters in assigned portfolio, taking their advice on injury management and referring to them for support as required.
- Work in strong collaboration with the other discipline business partners assigned to the same portfolio, so that operational areas are supported to manage and lead their people business by a dedicated synergistic team of people and culture business partners.

CORE RESPONSIBILITIES	KEY TASKS AND DUTIES
Work Health and Safety	<ul style="list-style-type: none"> • Maintain up-to-date knowledge of Work Health and Safety • Understand the operations and of the risks and hazards of those operations. • Ensure systems are in place to eliminate or reduce the risks and hazards associated with operations, and that those systems are effective. • Role model appropriate safety actions, behaviours, and attitudes.
Customer Service	<ul style="list-style-type: none"> • Provide exceptional customer service by ensuring every interaction is a positive experience for the managers and staff. • Respond to all enquires within 24 hours.
Relationship Management	<ul style="list-style-type: none"> • Provide coaching to staff of all levels to build safety competency in line with Safety Strategy. • Work closely with other discipline BPs, sharing information and expertise to maximise outcomes for managers and staff. • Provide constructive feedback on health and safety issues. • Develop trusting relationships and raise the SHAW Team's profile across Amana Living.

KEY OUTCOMES

- Develops management and staff safety competence and awareness through leading site safety audits, agreeing and monitoring action plans.
- Progresses Amana Living's Safety Strategy and build staff resilience through the promotion of health programs and initiatives.
- Ensures all projects have considered staff safety prior to, during and after implementation, using expert knowledge to advise and
- Finds solutions to address key risks to staff safety relating to manual tasks, slips trips and falls, and promotes to reduce incidents.

SELECTION CRITERIA

SKILLS, KNOWLEDGE & ABILITIES
Strong WHS know how gained through appropriate qualifications and demonstrated experience in a safety professional role, preferably in the health or community services sector and / or with a health background.
Strong interpersonal skills, including the ability to communicate effectively, coach and influence to achieve outcomes.
Ability to interpret policies, procedures regulation and legislation and apply them to operations.
Ability to interpret and analyse data to inform decision making, performance and strategy.

Demonstrated good verbal, written and interpersonal communication skills

Proven organisational and time management skills

Ability to problem solve, applying innovative solutions whilst working within organisational policies, procedures, and values

ESSENTIAL REQUIREMENTS

National Police Clearance Certificate (no older than 6 months) or NDIS (Worker's Screening) Check

Proof of current influenza and Covid-19 vaccinations as per Amana Living policies

Western Australian C Class Driver's License