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| **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 people capability to achieve a positive health and safety culture and desired outcomes in a designated portfolio. Operating in collaboration with business partners across all People and Culture functions, the SHAW BP 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 Partnercontributes to 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 WHS, injury management and wellness advice, support and coaching to assigned portfolio. Provide accurate and timely advice on the practical application of safety, health and wellness related 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.
* Provide advice, support and coaching to staff and managers on injury management and workers compensation.
* Liaise with stakeholders (such as the insurer, broker, injury management providers, managers, injured workers and medical practitioners), to ensure that claims are effectively managed to positive outcomes.
* 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.
* 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.
* Review Pre-employment Medicals in line with Amana Livings physical capacity assessments.
* 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.

**SELECTION CRITERIA**

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| **SKILLS, KNOWLEDGE & ABILITIES** |
| Strong WHS, injury management and Workers’ Compensation knowledge, with relevant qualifications and / or experience. |
| 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. |

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| **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 |