

POSITION DESCRIPTION

Position Title:	Workplace Health & Safety Business Partner
Division:	Workplace Health & Safety – People & Culture
Position Reports to:	Head of Workplace Health & safety
Direct Reports:	0
Classification:	STAR 6
Band	
Approved by:	Chief People Officer
Date Approved:	29/08/2024

Position Overview

The WHS Business Partner plays a pivotal role in ensuring the safety and well-being of employees by integrating health and safety practices into Yooralla’s operations. They collaborate with management and employees to develop, implement, and maintain WHS policies, procedures, and programs that comply with regulatory requirements and promote a safe working environment. The role involves risk assessment, incident investigation, and continuous improvement of safety practices. The WHS Business Partner also provides guidance, training, and support to foster a culture of safety across the organization.

Key Responsibilities

Specific Role Responsibilities

- **Develop and Implement WHS Programs:** Design and implement proactive WHS strategies and programs to prevent workplace injuries, fostering a culture of health and safety.
- **Coaching and Mentoring Leaders:** Provide coaching and mentoring to leaders and managers on WHS best practices, helping them to understand their responsibilities, build their capability in managing safety within their teams, and foster a culture of safety leadership throughout the organization.
- **Risk Management:** Conduct risk assessments to identify potential hazards and develop strategies to mitigate risks in the workplace. Ensure that all identified risks are documented and monitored regularly.
- **Incident Investigation:** Lead investigations into workplace incidents, accidents, and near-misses to determine root causes and implement corrective actions to prevent recurrence.
- **Compliance Monitoring:** Ensure that the organization complies with all relevant WHS legislation, regulations, and standards. This includes staying up to date with changes in laws and regulations and ensuring organizational practices are adjusted accordingly.
- **Training and Development:** Design and deliver WHS training programs for employees and ongoing education to promote a culture of safety awareness.

- **Stakeholder Collaboration:** Work closely with managers, employees, external regulators, and other stakeholders to foster a safe working environment and integrate WHS practices into broader business objectives.
- **Continuous Improvement:** Promote and lead continuous improvement initiatives related to workplace health and safety, including regular reviews of WHS practices and processes to ensure they remain effective and relevant.
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All employees are responsible for:

- Promoting and protecting the human rights of people with disability, in accordance with the UN Convention on the Rights of Persons with Disabilities (CRPD) (2008);
- Working to ensure high-quality and safe supports and services for NDIS participants, meeting and exceeding the NDIS Practice Standards and Quality Indicators.
- Meeting obligations under all relevant Victorian and Commonwealth legislation.
- Working in accordance with the Yooralla Code of Conduct and Employee Manual.
- Support a risk aware culture by proactively identifying and reporting risk

Selection Criteria

Mandatory Requirements

- Current National Police Record Check (if required)
- International Police Check (if required)
- NDIS Worker Screening Check.
- Current driver's licence to drive in Australia.

Professional Experience

- Demonstrated experience in developing and implementing Workplace Health and Safety (WHS) systems and processes across diverse work environments.
- Proven ability to lead risk management processes, including hazard identification, risk assessment, and control measures to ensure a safe work environment.
- In-depth knowledge of the Occupational Health and Safety Act 2004 and Regulations 201 with a focus on WHS policy development and regulatory compliance.
- Experience in applying best practices for Occupational Violence intervention strategies within a WHS framework.
- Expertise in providing strategic WHS guidance and authoritative advice to senior management, line managers, and employees on complex safety issues.
- Ability to deliver targeted WHS training and education to all organizational levels to enhance overall safety performance.
- Strong stakeholder engagement and influencing skills, particularly in fostering a proactive safety culture.
- Well-developed research, analytical, and problem-solving skills, with the ability to implement practical WHS solutions.

Desirable:

- Experience within the human services sector, particularly in the disability field.

Personal Skills and Attributes

- Strong leadership skills, with the ability to negotiate and provide expert advice on WHS matter including incident management and risk mitigation strategies.
- Proven ability to coordinate WHS processes, ensuring timely implementation of early intervention strategies and proactive safety measures.
- Demonstrated ability to work effectively both independently and as part of a team to achieve WHS outcomes within specified deadlines.
- High proficiency in technology, particularly Microsoft Office Suite and WHS-related software systems.
- Commitment to fostering a culture of safety and wellness, driving continuous improvement in WHS practices.
- Exceptional organizational and time management skills, with the capacity to manage multiple WHS projects and priorities simultaneously.
- Ability to handle sensitive information with confidentiality and maintain high integrity in managing WHS-related cases.
- Strong interpersonal skills, facilitating effective collaboration and positive working relationships with both internal and external stakeholders.
- Demonstrated commitment to continuous quality improvement in WHS practices, with a focus on achieving positive outcomes for all stakeholders.
- Demonstrated capacity to manage time effectively, handle competing priorities, and work autonomously when required.

About Yooralla

Yooralla is Victoria's most established and recognised for purpose disability service provider with more than one hundred years of experience offering high quality support services to people with disability. We work in partnership with people with disability, their families and carers to enable them to live the lives they choose.

Across Melbourne and regional Victoria, we support people of all ages and needs. Our 2,000+ staff provide a wide range of quality services, including accommodation and residential supports, specialist accommodation for people with complex health conditions, employment, training, support coordination, kindergarten assistance, recreational and therapy services, including assistive technology.

Our Purpose

To support people with disability to live the life they choose

Our Promise

Designed by you, supported by us, and achieved together

Our Values

- We put the person living with a disability first
- We do better together - we work as a team
- We speak up