

## Health and Safety Business Partner

### Position Description

<b>Division</b>	Finance & Corporate Services	<b>Department</b>	Wellbeing and Safety
<b>Reports To</b>	Principal Health and Safety Business Partner	<b>Direct Reports</b>	No
<b>Queensland Local Government Industry Award - State 2017 - Stream</b>	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	<b>Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level</b>	Schedule 1, Level 6

### Position Purpose

The purpose of the Health and Safety Business Partner is to contribute to the development and continuous improvement of a proactive safety culture across Council that promotes the safety and wellbeing of all staff. This position provides client focused Workplace Health and Safety (WHS) advice, guidance, services and support to managers and team members.

### Key Responsibilities and Outcomes

As Health and Safety Business Partner and member of the Wellbeing and Safety team, you will:

- Implement and monitor health and safety activities that support the operationalisation of the Wellbeing and Safety Management Plan and System.
- Develop an effective business relationship with key stakeholders, partnering with leaders and the broader Wellbeing and Safety team to provide advice and deliver WHS projects and programs.
- Support the local safety practices of front-line teams and participate in risk assessment, hazard identification, etc. as required.
- Attend and support with subject matter experts: working groups, safety committee meetings, toolbox talks, and other health and safety related meetings as required and monitor and report on actions.
- Provide support and assist the business in conducting end to end event investigations as required, and deliver on Corrective Actions that may include developing Safety Alerts, researching and sourcing alternative controls and promoting the Hierarchy of Controls.
- Provide assurance by monitoring of activities for compliance with safety systems, report on findings, and escalate issues to the Principal Health and Safety Business Partner.
- Monitor safety events and provide advice to the operational teams on trends that are identified.
- Assist leaders to drive safety improvements by implementing, monitoring and reviewing the Directorate Safety Improvement Plans and Directorate Safety Risk Profiles.
- Provide insight into trends to the leadership team on WHS challenges to inform future initiatives.

- Maintain knowledge of contemporary WHS policies, practices and procedures.
- Role model behaviours that foster a culture of psychological safety, trust, open communication and learning that drives a constructive culture.

## Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member you will take individual accountability for demonstrating the values expectations and behaviours.

**SERVICE**

**TEAMWORK**

**INTEGRITY**

**RESPECT**

**SUSTAINABILITY**

## Decision Making

*Budget*

N/A

*Delegations*

Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

## Knowledge & Experience

- Sound knowledge and experience providing contemporary Health, Safety and Wellbeing support and advice to internal clients.
- Ability to understand and document issues and parameters, undertake issue analysis, evaluate solutions and likely consequences.
- Ability to design and develop flexible options and recommendations to meet business needs and align with overarching strategies.
- Well-developed issue and problem resolution skills.
- Well-developed knowledge of and experience with best practice WHS systems and demonstrated ability to administer these tasks.
- Ability to develop strong, productive partnerships and engage key stakeholders.
- Demonstrated knowledge in handling health and safety matters and investigations and the ability to use empathy and discretion when required.
- Experience in, or a willingness for, applying a customer-centric approach to working in a medium to large organisation to drive change.
- Excellent time management skills to achieve proficiency and effectiveness in managing conflicting priorities and meeting deadlines.

## Qualifications

- Bachelor's degree or Diploma in Health & Safety or relevant experience.
- Current C class driver's licence.
- Construction Induction Card that has been used or obtained within the past 2 years.

*Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.*