

Senior Health and Safety Business Partner

Position Description

Division	Finance & Corporate Services	Department	People, Culture & Safety
Reports To	Wellbeing and Safety Manager	Direct Reports	No
Queensland Local Government Industry Award - State 2017 - Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level	Schedule 1, Level 7

Position Purpose

The purpose of the Senior Health and Safety Business Partner is to partner with internal departments within council to build capability, address WHS (work health and safety) risk, compliance requirements and promote continuous improvement. As the health and safety technical expert, you will lead the implementation of the Wellbeing and Safety plan for council and operationalise the implementation of Council's safety management system with relevant stakeholder groups.

Responsibilities & Outcomes

As a Senior Health and Safety Business Partner you will:

- Contribute to the development and lead the implementation of the Wellbeing and Safety plan for council, through effective stakeholder engagement, deployment of tiered plans and KPI's for relevant departments.
- Operationalise the implementation of other Wellbeing and Safety Management System processes for ensuring effective implementation of processes.
- Build effective relationships and capability in WHS risk management with leaders and supervisory staff.
- Assist leaders and work with the Health & Safety Business Partners to drive Safety improvements by implementing, monitoring, and reviewing plans and department Safety Risk Registers. Lead the implementation of targeted initiatives to reduce WHS risk.
- Undertake site inspections, (audits as required) targeting risk, control effectiveness and continuous improvement opportunities.
- Lead and/or participate in the investigation of significant incidents, deliver on corrective actions that reduce risk through hierarchy of control.
- Attend and support with subject matter expertise (SME): working groups, safety committee meetings, toolbox talks, and other health and safety related meetings as required and monitor and report on actions.
- Role model behaviour that fosters 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 in this role.

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

- Significant experience in a safety role in a medium to large organisation within high risk or customer facing environments.
- High level knowledge of WHS legislation and associated codes of practice.
- High level knowledge and experience providing contemporary specialist technical WHS advice in diverse operational environments.
- Strong skills in communication and capacity to engage and influence internal stakeholders and to meet desired WHS outcomes at all levels of the organisation.
- High level ability to design and develop flexible options and recommendations to meet business safety needs and align with overarching strategies driving ongoing innovation and continuous improvement.
- High level issue and problem resolution skills.
- High level knowledge of and experience of best practice WHS systems and demonstrated ability to administer.
- Comprehensive knowledge in managing health and safety matters and investigations and the ability to use empathy and discretion when required.
- Excellent time management skills to achieve proficiency and effectiveness in managing conflicting priorities and meeting deadlines.

Qualifications

- Tertiary qualification in Work Health and Safety or equivalent qualification and experience.
- Construction Induction Card that has been used or obtained within the past 2 years.
- Current "C" Class Driver's Licence.

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.