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| **Mission Australia** |
| About us: | Mission Australia is a national Christian charity that has been helping vulnerable Australians move towards independence for over 160 years.We’ve learnt the ways for people to become more self-sufficient are different for everyone. This informs how we support people by combatting homelessness, assisting disadvantaged families and children, addressing mental health issues, fighting substance dependencies, and much more. Our team applies different approaches, alongside government, our corporate partners and everyday Australians who provide generous support. Together, we stand with Australians in need until they can stand for themselves. |
| Purpose: | Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.*“Dear children, let us not love with words or speech but with actions and in truth.” (1 John 3:18)* |
| Values: | Compassion Integrity Respect Perseverance Celebration  |
| Goal: | End homelessness and ensure people and communities in need can thrive. |
| **Position Details:**  |
| Position Title: | **Work Health and Safety Business Partner** |
| Award/Agreement: | Award Free |
| Executive Function:  | People and Culture |
| Business Unit: | Work, Health Safety and Wellbeing |
| Reports to: | National Workplace Health, Safety and Wellbeing Manager |
| Position Purpose: | Reporting to the National Manager Workplace Health, Safety and Wellbeing, the focus of the role is to identify WHS trends, implement WHS strategies, effective risk management processes and drive the MA WHS system across a variety of locations nationally by partnering with managers and other relevant internal and external stakeholders.  |
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**Position Requirements (What are the key activities for the role?)**

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| **Key Result Area 1**  | **Planning & Implementation** |
| **Key tasks** | **Position holder is successful when** |
| * Support MA business units to continuously improvement safety performance through identifying and implementing practical solutions
* Contribute to the identification of corrective actions arising from incidents, risk management and compliance assurance activities
* Drive early intervention and reporting of safety hazards and incidents
 | * Plans are executed in a timely manner and stakeholder support is provided where required
* Plans that are in place are aligned to support the implementation of the Health and Safety Management System.
* Plans are implemented as per the schedule.
* Respond to incidents that require early intervention and support stakeholders with corrective actions where required.
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| **Key Result Area 2**  | **Influencing & Communication** |
| **Key tasks** | **Position holder is successful when** |
| * Provide expert guidance to identify and implement effective risk controls and guide the implementation of those controls
* Interpret and practically apply WHS legislation, codes of practice and industry standards
* Partner with and coach internal stakeholders in how to engage their teams in such a way that it positively impacts on the creation of a culture that supports WHS
* Utilise problem solving techniques and various investigation methodologies to assist or facilitate the investigation of incidents, determine root cause(s) and required corrective actions
* Ensure relevant internal stakeholders are kept up-to-date with changes to legislation and learnings from incidents (internal and external).
 | * Feedback from internal (and where required – external) stakeholders indicates relationship is strong.
* Internal stakeholders are growing in their knowledge and understanding of their WHS responsibilities and Mission Australia’s risk management processes.
* Internal stakeholders take ownership in creating a culture that supports WHS
* Investigations are undertaken to determine corrective actions using ‘root cause’ methodology. Corrective actions are implemented and followed up.
* Communication with internal stakeholders is regular and information provided is relevant to their operations.
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| **Key Result Area 3**  | **Training and education** |
| **Key tasks** | **Position holder is successful when** |
| * Develop and facilitate WHS training and education programs on procedures and systems in safety.
* New manager/ leader WHS induction training.
* Preparing and presenting WHS updates at MA forums/workshops
 | * WHS Training is developed and delivered in line with plans and conforms to both legislative requirements and Mission Australia processes.
* Face to face/ Teams sessions with new managers/ leaders to introduce WHSMS, WHS reporting requirements and navigation of WHS resources on MA intranet is provided to all new managers/ leaders within a timely manner after commencement.
* Regular training/ webinars are developed and presented
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| **Key Result Area 4** | **Review & Report** |
| **Key tasks** | **Position holder is successful when** |
| * Review online incident reporting and work with sites to ensure report quality meets required compliance standards.
* Contribute to reports as required to meet business needs.
* Conduct health & safety audits and inspections, identify potential hazards/ risks and report to the National Manager Work, Health Safety and Wellbeing.
* Developing and reviewing WHS Policies and Procedures
 | * Feedback and follow up on incident reports, investigations and subsequent action is completed.
* WHS information and data is provided when required for monthly and quarterly reports for executive teams and other ad-hoc reports as required by the National Manager Work Health Safety and Wellbeing.
* Inspections and audits are completed as per the schedule with reports provided to the National Manager Work Health Safety and Wellbeing.
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| ***Note - Employees may also be required to perform other tasks/duties or work as reasonably requested to meet Position, Program, Funder or Mission Australia requirements.*****U Work Health and Safety** Everyone is responsible for safety and must maintain:* A safe working environment for themselves and others in the workplace.
* Ensure required workplace health and safety actions are completed as required.
* Participate in learning and development programs about workplace health and safety.
* Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries.

**Purpose and Values** |
| * Actively support Mission Australia’s purpose and values.
* Positively and constructively, represent our organisation to external contacts at all opportunities.
* Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times.
* Operate in line with Mission Australia policies and practices (e.g. Financial, HR, etc.).
* To help ensure the health, safety and welfare of self and others working in the business.
* Follow reasonable directions given by the company in relation to Work Health and Safety.
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**Recruitment information**

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| **Qualification, knowledge, skills and experience required to do the role** |
| * Tertiary qualifications in WHS
* 5 years' experience in a WHS role (minimum) preferably in a multi-jurisdictional capacity.
* Experience developing WHS policies and procedures.
* Root cause analysis experience
* Demonstrated experience in rolling out training programs
* Proven ability to engage and work collaboratively, and influence key stakeholders.
* Experience conducting audits and writing related reports.
* Excellent communication skills - written and verbal.
* Strong organisational and Project Management skills.
* Strong computer literacy
* Current driver’s license.

**Highly desirable*** Cert IV in Training and Assessment
* MSS402080A - Undertake root cause analysis, TapRoot, ICAM
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| **Key challenges of the role** |
| * Working across multiple jurisdictions with varying legislative requirements
* Delivering national objectives whilst responding to functional and geographic requirements
* Working with not only Mission Australia staff, but volunteers and clients.
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**Compliance checks required**

**Working with Children** [ ]

**National Police Check** [x]

**Vulnerable People Check** [ ]

**Driver’s Licence** [x]

**Other (prescribe)** [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval**

Karol Karas February 2021

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| **Manager name**  |  | **Approval date** |  |