# **JOB DESCRIPTION**

# **Work Health and Safety Business Partner –**

# **System Lead**

# **ABOUT UNITING**

**Our purpose:** To inspire people, enliven communities and confront injustice.

**Our values:** As an organisation we are **Imaginative, Respectful, Compassionate** and **Bold**.

At Uniting, we believe in taking real steps to make the world a better place. We work to inspire people, enliven communities, and confront injustice. Our focus is always on the people we serve, no matter where they are at in their life.

Our services are in the areas of aged care, disability, mental health, child and family, community services, and chaplaincy and we get involved in social justice and advocacy issues that impact the people we serve. As an organisation we celebrate diversity and welcome all people regardless of disability, lifestyle choices, ethnicity, faith, sexual orientation, or gender identity. We commit to respecting children and take action to keep them safe.

# Uniting is the services and advocacy arm of the Uniting Church NSW & ACT and as such Uniting leaders understand, support and can express the mission and purpose of the Uniting Church.

**ABOUT THE ROLE**

**Role Purpose**

This role is responsible for actively supporting Uniting’s operational teams by enabling safety practices to Keep U safe. As the system lead, your primary role relates to the ongoing development, maintenance and review of our safety management system (SMS). The SMS is to remain relevant to our frontline workforce whilst meeting all regulatory and compliance requirements and aligning to IOS 45001 and ISO 45003 and/or other ISO where applicable.

In fulfilling the WHS Business Partner (Systems Lead) role, we create a safer, healthier, and happier workplace across Uniting. The role is instrumental in facilitating the adoption of Uniting’s safety strategy and commitment to Keep U safe to thrive.

**ROLE KEY ACCOUNTABILITIES**

You will be an integral member of the WHS & Injury Management team, in the People and Experience Directorate, through the following**:**

* Provide consistent and visible leadership in WHS behaviours and actions within the team and department.
* Contribute to the development, and evaluation, of changes and improvements to the services provided by the department/ team and ensure that changes support Uniting.
* Drive implementation and application of the WHS Management System through collaboration (i.e. hands-on support, guidance, coaching and mentoring) with WHS team members, Managers, WHS leads and Health and Safety Representatives/ Committees and other relevant consultative forums.
* Establish and maintain effective and collaborative working relationships.
* Visit sites across the Uniting portfolio and gain insight to practical safety issues faced by our frontline teams.
* Interpret and practically apply WHS Legislation, related Codes of Practice and Industry Standards.
* Conduct periodic and planned assurance activities including inspections, audits and other governance activities to support the ongoing maturity of the SMS.
* Utilise problem solving techniques to investigate incidents and provide solutions to day-to-day health and safety problems and issues.
* Conduct incident investigations applying our preferred incident investigation methodology (ICAM) either in a lead or investigative team member role.
* Contribute to team objectives and targets.
* Maintain appropriate records and data sets to enable reporting on safety performance metrics.
* Demonstrate passion, enthusiasm, and genuine commitment to WHS.
* Develop and deliver WHS training.
* Guide leaders in providing a safe working environment and ensuring that staff are properly trained to be able to work in a safe manner.
* Support sites through an WHS issues raised by consultation forums, industrial representative bodies including unions and safety regulators.
* Support the WHS Business Partners in completion of operational support duties where necessary. This may include workplace modifications and supporting non-work related injury matters.

**ABOUT YOU IN THE ROLE**

**As a staff member of Uniting, you will celebrate diversity and welcome all people regardless of lifestyle choices, ethnicity, faith, sexual orientation or gender identity. Contribute to a** safe and supportive working environment that is inclusive of all staff, through celebrating their nationality, cultural background, LGBTI status, abilities, gender, and age.

**Your Directorate:** People Experience

**You’ll report to:** Head of WHS and Injury Management

**YOUR KEY CAPABILITIES**

**Individual leadership**

* **Improving performance -** Works with others and offers suggestions to find ways of doing the job more effectively.
* **Owning the job -** Takes ownership for all responsibilities and honours commitments within their own role and strives to achieve goals with a "can-do" attitude to levels of excellence.
* **Perseverance** - Remains committed to completing the job in the face of obstacles and barriers.
* **Timeliness of work -** Sets achievable timeframes and works to complete projects, tasks and duties on time.

**Business Acumen**

* **Organisational Operation -** Displays awareness of Uniting’s business objectives and understands how personal objectives relate to those objectives.
* **Organisational Objectives -** Has broad awareness of Uniting’s vision and values and how they apply to issues in the team.
* **Develops and Grows the Business –** Understands team and organisational goals and works collaboratively with Team Members to achieve organisational goals**.**
* **Makes Sound Decisions –** Analyses problems, seeks input from relevant people and then takes appropriate action to implement the most effective solution in a timely manner.

# QUALIFICATIONS & EXPERIENCE

**Qualifications:**

* Bachelor qualification in a health or related discipline or demonstrated equivalent experience, or

Certificate IV in OHS or equivalent.

* Certificate IV in Training & Assessment (or equivalent) - preferred but not essential
* Internal Auditor Certification (or equivalent) - preferred but not essential
* ICAM lead investigator training - preferred but not essential.
* Driver’s License – essential

**Skills and Experience:**

This role requires 3-5 years of experience, or more, in the WHS industry or a related field of expertise.

You will

* Have excellent written and verbal communication and presentation skills,
* Be organized, systematic, thorough, accurate,
* Be self-motivated and disciplined,
* Show initiative and be able to contribute to a supportive team culture,
* Be open to continuous improvement and ongoing development,
* Provide, and support the identification of, innovative ideas to solve problems, and
* Build collaborative relationships in a complex organisation through influence as required.
* Have Microsoft skills including Teams, PowerPoint, Excel, Word, at intermediate level or higher.

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| **Employee Name:** |  | **Manager’s Title:** | Head of WHS & Injury Management |
| **Date:** |  | **Date:** |  |
| **Signature:** |  | **Signature:** |  |