

Mission Australia

About us: Mission Australia is a non-denominational Christian organisation that has been helping people regain their independence for over 155 years.

We've learnt the paths to getting back independence are different for everyone. This informs how we help people, through early learning and youth services, family support and homelessness initiatives, employment and skills development, and affordable housing. Our nationwide team delivers different approaches, alongside our 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: To reduce homelessness and strengthen communities.

Position Details:

Position Title: Health & Safety Business Partner

Division: Human Resources

Reports to: Health and Safety Manager

Position Purpose: To support the business in creating a safer place to work.

Position Requirements (What are the key activities for the role?)

Key Result Area 1 – Planning & Implementation	
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> Develop plans for regions that are aligned to the Group Strategic Health & Safety Plan and address region-specific issues. Work with regions/sites to implement the Health & Safety Management System and any risk reduction programs. Work with regions/sites to develop and deliver local improvement plans. Develop and deliver Health & Safety training as required. 	<ul style="list-style-type: none"> Plans are in place and aligned to the group strategic plan and include specific plans to address local issues. Plans are in place include implementation of the Health & Safety Management System. Plans are implemented as per the schedule. Training is developed and delivered in line with plans and conforms to both legislative requirements and Mission Australia processes.
Key Result Area 2 – Coaching & Communication	

Key tasks	Position holder is successful when
<ul style="list-style-type: none"> • Identify and develop strong relationships with local leaders, influencers and stakeholders. • Coach leaders in risk management principles and key Mission Australia health & safety processes such as incident investigation and risk assessment. • Partner with and coach leaders in how to engage their teams in such a way that it positively impacts on the creation of a culture that supports health & safety. • Work with sites to ensure the quality of investigations, risk assessments and other activities meet Mission Australia standards. • Ensure regions are kept up-to-date with changes to legislation and learnings from incidents (internal and external). 	<ul style="list-style-type: none"> • Feedback from leaders, influencers and stakeholders indicates relationship is strong. • Leaders are growing in their knowledge and understanding of their roles and Mission Australia's risk management processes. • Leaders take ownership in creating a culture that supports health & safety • Issues are identified and recommendations made to the Health & Safety Manager. • Communication with regions is regular and information provided is relevant to their operations.
Key Result Area 3 – Review & Report	
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> • Review and update Health & Safety Management System documentation in accordance with legislation and business needs. • Conduct risk reviews and audits of site activities against plans and Mission Australia's health & safety standards. • Review online incident reporting and work with sites to ensure report quality meets required standard. • Provide reports as required to meet business needs. • Conduct health & safety due diligence reviews of new or potential projects as required by the business. 	<ul style="list-style-type: none"> • Feedback and follow up on incident reports, investigations and subsequent action is completed. • Health & safety information and data is provided when required for monthly and quarterly reports for executive teams and other ad-hoc reports as required. • Inspections and audits are completed as per the schedule with reports provided to the relevant managers. • Subject matter expertise is provided on planned tenders, building fit outs and new leases.

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 behavior at all times;
- Operate in line with Mission Australia policies and practices (EG: 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 Occupational Health and Safety.

Recruitment information

Qualification, knowledge, skills and experience required to do the role

- Diploma of WHS or 10 years experience in a health & safety advisor role
- Cert IV in Assessment and Workplace Training – demonstrated experience in rolling out training programs
- Internal auditing against health & safety management systems and standards
- Current driver's license
- Experience in working in a multi-site operation
- Incident investigation
- Reporting and procedure writing
- Influencing of stakeholders
- Working knowledge and understanding of current health & safety legislation and workers compensation

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.

Compliance checks required

Working with Children	<input type="checkbox"/>
National Police Check	<input checked="" type="checkbox"/>
Vulnerable People Check	<input type="checkbox"/>
Drivers Licence	<input checked="" type="checkbox"/>



Other (prescribe)

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Approval

Karen Carpenter

October 2015

Manager name	Approval date
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