

Principal Health & Safety Business Partner

Position Description

Directorate	Finance & Corporate Services	Department	Safety
Reports To	Wellbeing and Safety Manager	Direct Reports	Yes
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 8

Position Purpose

The purpose of this position 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 through continuous improvement practices. This position provides client focused WHS advice, guidance, services and support to managers and employees and provides systems of work, analysis of activities and leadership to Health & Safety Business Partners.

Key Responsibilities and Outcomes

As Principal Health & Safety Business Partner and member of the Wellbeing & Safety leadership team you will:

- Identify, develop, and facilitate the implementation of health and safety improvement strategies that support the operationalisation of the corporate Health and Safety (H&S) Strategy and best practice H&S, in consultation with and supported by other areas of the PCS team and wider council. Work with leaders to develop targeted strategies to be implemented in each divisional area while ensuring a holistic Council strategy is maintained and prioritised.
- Develop, implement and monitor systems of work to support the H&S Business Partners to ensure legislative compliance and compliance to internal process.
- Provide leadership and development to a team of Health & Safety Business Partners, driving continuous improvement and customer service-focused wellbeing and safety support. Ensure the objectives and deliverables of the team are appropriately prioritised and are delivered on time and to a high standard.
- Act as an escalation point for Health & Safety Business Partners to provide specialist WHS advice. Coach, mentor, and guide them in their actions to develop their skills and knowledge to obtain the best WHS outcomes for Council.
- Partner with business leaders to proactively identify future areas of risk, injury, drift and provide regular insights to all levels of the business. This may include trend analysis, interactions, observations, audits and inspections; and identify and recommend systemic improvements arising from the insights. Provide the W&S Manager with analysis of these activities.
- Develop and adopt an effective business partnering strategy, providing expert advice and coaching leaders and team members to autonomously make decisions to safely adapt their work to emerging situations.
- Lead complex investigations and attend safety committee meetings, toolbox talks and other health and safety related meetings (including external and regulatory) as required to support the W&S Manager.
- Role model behaviours that foster a culture of psychological safety, trust, open communication and learning that drives a constructive culture.
- Maintain current knowledge and continually develop an additional understanding of contemporary H&S practices to contribute to the development and review of the team's approach and deliverables.

Our Values

At City of Moreton Bay we are on a journey to creating a great culture. Our values shape the way we behave and how we interact with each other to deliver the best service to the community. The safety of you and the community is our number one priority and we are all responsible for creating an inclusive, safe workplace and protecting our environment. As a leader you will take accountability for demonstrating the values, expectations and behaviours and enable my team members to do the same.

SERVICE

TEAMWORK

INTEGRITY

RESPECT

SUSTAINABILITY

Decision Making

Budget

NA

Delegations

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

Knowledge & Experience

- Substantial knowledge and experience providing contemporary Health, Safety and Wellbeing support and expert advice to internal clients and senior managers to inform business and operational decisions and outcomes consistent with organisational values, policies and procedures.
- Substantial experience leading a team to achieve high performance standards and outcomes.
- Experience in developing and delivering coaching and development activities to support culture and behaviour change to support strategy and business direction
- Experience applying a customer-centric approach to working in a medium to large complex organisation to drive change.
- Experience in conducting H&S investigations and using valid, reliable and sufficient information to make decisions in regard to moderately-complex H&S issues.
- High level people and relationship management skills with strong influencing skills to drive the delivery of H&S strategic initiatives.
- High level of confidentiality and integrity.

Qualifications

- Bachelor's degree or Diploma in Health & Safety or relevant experience

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.