

POSITION DESCRIPTION

POSITION	POSITION NUMBER
Business Partner Work Health and Safety	7484a
CLASSIFICATION	ANZSCO CODE
Band 6	5
DEPARTMENT	DIVISION
Governance & Risk	Corporate Services
AGREEMENT	LOCATION
Ballarat City Council Enterprise Agreement No. 8, 2019	The Gordon

Position Objectives

This position partners with business units to provide best practice health, safety, injury management/quality systems services to managers and staff of the City of Ballarat.

The position also provides coaching and support to line managers in fundamental safety practices and procedures to ensure quality safety outcomes that enhance performance.

Key Responsibility Areas

The role requirements are to:

- Provide a high level of customer service to all internal and external clients.
- Research information from internal and external sources as required.
- Prepare and coordinate responses to customer requests.
- Develop and administrate systems, databases and records in accordance with Council standards.
- Prepare and/or coordinate routine reports to Leadership Group, Council and other forums as required.

Health and Safety Management

- Contribute to the success and continual improvement of the organisation's Safety Management system within a quality management framework.
- Partner to provide Safety Management expertise and support to the organisation.
- Facilitate and conduct organisational enterprise health and safety Risk Analysis.
- Develop and facilitate Health and Safety Risk Management related information sessions, training sessions, workshops, forums, exercises and continuous improvements initiatives.
- Actively monitor Health and Safety Risk Profiles and identify vulnerabilities in order to produce reports on improvements required for improved safety performance.
- Development and maintenance of health and safety management system and online information systems.
- Work closely with other Council departments to provide timely Health and Safety Management advice.
- Provide advice and support to health and safety representatives on HS related issues.
- Provision of assistance and advice to clients on a diverse range of health and safety issues, including HS policy and procedures, risk assessment, incident investigation, SOP development, HS audit and reporting of HS statistics.
- Research, propose and implement organisational Health and Safety Management initiatives in line with the Safety, Risk and Compliance department business plan Maintain effective and co-operative communication relationships with external service providers, consultants, and neighbouring Councils.
- Liaise with union representatives as required.
- Participate when requested at workplace HS Area Meetings and Committee through the provision of advice and support.

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- Maintain current knowledge in legislative, regulatory and business requirements.

Injury Management

- Partner with Directors, Executive Managers, Business Unit Managers and staff to provide fundamental safety services as required following an incident and / or injury in conjunction with the Injury Management Advisor.
- Partner with Executive Manager, Coordinator Safety and Wellbeing and Injury Management Advisor to review and implement injury management strategies.
- Assist in the provision of injury management processes in support of the Injury Management Advisor.

From a Health & Safety perspective the City of Ballarat requires the following:

All Employees and Volunteers

- Report hazards, incidents, injuries and unsafe practices as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.
- Comply with the City of Ballarat safety system
- Participate constructively in all forums set up to investigate, improve or communicate safety.

REPORTS TO:	DIRECT REPORTS:
Coordinator Safety and Wellbeing	N/a
ORGANISATIONAL RELATIONSHIPS	
Internal: All Staff Executive Management Group Coordinator Safety and Wellbeing Injury Management Advisor People and Culture Team Governance & Risk staff Team Leaders Workers Health and Safety Representatives	External: Union Bodies Education Institutions MAV/VCCI Legal Advisors BROSH/AIHS WorkSafe Consultants Other Local Government Authorities HS and Injury Management representatives

Accountability and Extent of Authority

- Under the direction of the business unit manager, the incumbent has authority to undertake all day-to-day activities within City of Ballarat policy and budgetary constraints including: -
 - coaching managers and supervisors on system and legislative requirements;
 - providing interpretation and advice on health and safety management policies and legislative requirements; and
 - review the effective use of health, safety and injury management systems.
- Under the direction of the business unit manager, the incumbent is responsible for ensuring all policies and procedures for of health, safety and injury management meet legislative requirements and appropriate standards are observed.
- Responsible for assisting with maintaining and implementing effective health and safety risk management practices.

Judgement and Decision Making

- Make decisions on all routine matters which are the responsibility of the position, provided that these are within delegated authority, legislative requirements, established policy or recognised standards

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- A significant degree of the work involves research, identification and application of optional courses of action in consultation with the business unit manager.
- Under the direction of the business unit Manager undertake problem solving activities in the area of complex incidents, injuries and claims and other health and safety system management problems.
- There is limited discretion with respect to the application of various and diverse methods, procedures and techniques and the business unit manager should be consulted where appropriate

Specialist Skills and Knowledge

- Sound knowledge and understanding of the relevant Health and safety / Workers' Compensation Legislation, Policies and Procedures.
- Sound knowledge and understanding of Risk management principles, practices, relevant standards and guidelines, including Risk Assessment Processes and Risk Registers.
- Sounds knowledge and understanding of Compliance Management principles, practices and relevant standards and best practice, including Compliance Auditing and Compliance Management.
- Knowledge of Project Management principles and practices
- Demonstrated computer skills and a practical understanding of Health, Safety and workers' compensation information management systems.
- Strong customer service focus and commitment to quality customer service outcomes.
- Sound analytical and interpretative skills.

Management Skills

- The position involves managing time, setting priorities, and planning and organising own work. This position also requires the ability to meet objectives within time constraints and conflicting demands.
- This position also requires a sound understanding of Health and Safety and Injury management policies and procedures.
- To be able to work in a team environment.
- Ability to problem solve.
- To coach, mentor and support management and workers on health and safety matters.

Interpersonal Skills

- The following interpersonal skills are essential for the position:-
 - Ability to discuss and resolve problems
 - Ability to motivate others
 - Basic counselling and negotiation skills
 - Proven ability to analyse data and present reports to management and workers
- Personal characteristics of being a 'team player' with broad vision and the ability to add value through own work and work of staff in the area of divisional responsibility.
- Exercise sensitivity and maintain strict confidentiality on all personnel related matters

Qualifications and Experience

- Tertiary qualifications in Health and Safety or similar coupled with practical application within industry.
- Experience in interpreting and advising on relevant Health Safety Legislation (Acts, Regulations, Standards and Codes of Practice, Policies and Procedures)
- Demonstrated experience in a professional Health and Safety position
- Member of a professional association (e.g. Safety Institute of Australia)
- Certified Generalist OHS Practitioner
- Experience in working with health and safety information management systems.

SELECTION CRITERIA

- Qualifications and experience as listed above.
- Demonstrated ability to champion, model and promote the corporate values.

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- Demonstrated ability to provide high-level Health and Safety Management / Injury Management advice across all levels within an organisation.
- Well-developed written communications skills with the ability to produce reports, policy development and associated documentation.
- Interpersonal and engagements skills with the ability to communicate and work with collaboratively with a range of stakeholders.
- Well-developed analytical, conceptual and problem-solving skills.
- Knowledge and understanding of health and safety issues relevant to work activities and work area.

The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.

ACKNOWLEDGEMENT

Please sign and date to acknowledge you have read and understood this position description.

Name:

Signature:

Date: