

Position Description



Job Details

Job Title:	WHS Business Partner
Reports to:	Operations Manager People and Culture
Group:	People and Culture
Date:	July 2024

Position Purpose/Job Summary

This position is responsible for the effective and efficient management of FCC's WHS Management System (WHSMS), ensuring compliance with Work Health & Safety legislation and National Heavy Vehicle Law (NHVL) requirements to maintain the self-insurance license.

Additionally, this role involves collaborating closely with the Workers Compensation team to analyse accident and incident statistics, identify trends, and develop proactive strategies to mitigate risks across FCC.

The position also plays a key advisory role with the WHS Committee, Safety Leadership Team, and Executive Leadership Team, promoting safety as a high priority for all staff and ensuring the implementation of safe work practices throughout the Council. This role provides guidance to a group of Safety Advocates, supporting the daily operational aspects of the WHSMS implementation.

The occupant of this position is responsible for the day-to-day operational maintenance and implementation of the WHSMS (including Chain of Responsibility), offering guidance, support, and advice to managers and staff to ensure consistent system application across the Council.

Selection Criteria - Knowledge, Skills, Qualifications and Experience required

- Tertiary education in Safety, Health Science, or relevant studies, along with a minimum of 5 years' experience.
- Accredited Lead Auditor in Occupational Health and Safety.
- Certificate IV in Training and Assessment.
- Knowledge in Chain of Responsibility, supported by certificates of competency.
- Understanding of the legal framework in NSW WHS, workers' compensation, and NHVL.
- Experience liaising with SafeWork Authority.
- Practical experience in making recommendations to reduce injuries.
- Experience in a self-insurance environment.
- Proficiency in Microsoft Word, Excel, and PowerPoint, and capability in learning corporate electronic systems.
- Sound consultation, negotiation, and facilitation skills.
- Experience working with various levels of management.
- Report writing experience.
- Experience in developing and conducting safety training courses.
- Experience working in an operational environment.

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Key Accountabilities – Position Specific

1. **Policy and Procedures:** Develop, implement, and manage WHS and Chain of Responsibility policies and procedures to ensure legal compliance.
2. **Advisory Role:** Advise the WHS Committee and Safety Leadership Team (SLT) through reports and research. Promote safety in meetings and coordinate WHS Committee and SLT activities, including minutes and agendas.
3. **Authority Liaison:** Liaise with SafeWork NSW and other safety officials. Ensure FCC is well-represented by consulting with the Operations Manager People and Culture. Report notifiable incidents in coordination with relevant managers.
4. **Business Support:** Provide safety advice to managers, supervisors, and employees. Implement safe work systems and protocols. Coordinate WHS audits and conduct internal WHSMS audits.
5. **Project Development:** Collaborate with the Operations Manager People and Culture to develop and implement WHS projects as part of the Workforce Management Plan.
6. **Document Control:** Maintain and update WHSMS documents and ensure their availability. Administer WHS FirstCall to provide current information to employees.
7. **Training Coordination:** Design and manage the Corporate Training Calendar, including incident investigation, injury management, induction, contractor, emergency preparedness, and event management training.
8. **Risk Management:** Work with the Workers Compensation branch to review accident reports, near misses, and hazard notifications. Develop risk management strategies.
9. **Legislation Monitoring:** Monitor safety legislation and advise the Operations Manager People and Culture, WHS Committee, and SLT of changes. Recommend actions if applicable.
10. **Incident Investigation:** Investigate injuries and incidents, identify root causes, and recommend corrective actions to prevent future occurrences and reduce risks.

Key Accountabilities – Core

1. Utilize Corporate IT Systems in compliance with Council standards to achieve desired outcomes.
2. Adhere to the Council's Work Health Safety Management System (WHSMS) and relevant WHS responsibilities as outlined in the WHS-01.1.1 guideline.
3. Follow management's reasonable requests and directions, including additional tasks as assigned.
4. Abide by Council's Code of Conduct, policies, and procedures.
5. Treat colleagues and customers with respect and professionalism, and report any suspected discrimination or harassment, in line with Fairfield City Council's Values and commitment to a discrimination-free workplace.

Reporting Relationships

Direct: 5
4x Safety and Training Officers; 1x WHS Advisor

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Key Relationships	
1 Internal	
Communicating with	Nature of Communication
Operations Manager People and Culture (OMPC)	Work with the OMPC to ensure that the WHS Management System is implemented and maintained across FCC. This includes providing updates on WHS legislative requirements and changes and providing advice on WHS trends.
Managers & Supervisors	Foster communication and provide operational support in the day-to-day aspects of the WHS Management System and the auditing requirements within the system. Follow up on Corrective Actions.
Employees	Provide advice and support to all employees in relation to the operational aspects of the WHS Management System matters.
WHS Committee & safety Leadership Team	Coordinate WHS Committee meetings and take the minutes for the meetings. Coordinate and undertake the internal audits in conjunction with members.
HR Team	Provide advice and guidance in relation to the operational WHS enquiries and provide administrative support where necessary to the team.
Injury Management and Workers Compensation	Liaise to discuss incidents, obtain reports, and assist in analysing trends
Executive Management Team	Reporting details of injuries, incident investigations, statistics, audit outcomes and Corporate Corrective Action Plan progress towards maintaining the self-insurers licence.
Key Relationships	
2 External	
Communicating with	Nature of Communication
SafeWork NSW	Frequent contact with SafeWork NSW, and Work Health & Safety Sections.
Auditors (internal and external)	Liaise with SafeWork NSW Auditors as required. Work with the contracted internal auditor to run the internal audit program for FCC. Work with external auditors in conducting compliance audits and desktop WHSMS audits.
Service Providers	Daily contact with WHS Consultants and WHS training providers.
Self-Insured Council Group	Meeting with various self-insured councils for benchmarking and exchange of WHSMS information.
Position Dimensions	

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This position has delegations in accordance with section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with Council's Delegation of Authority. Contact the Governance and Legal Division for delegations designated to this position.

Decision making Authority & Accountability

Decisions made by self

- The General Manager authorises you to take the actions required to make your workplace safe and to fulfill your WHS responsibilities in WHS-01.1.1
- Day to day maintenance & implementation of the WHS Management System.
- Determining own work priorities on a daily and weekly basis.
- Raising Corporate Corrective Actions and coordinating the procedure.
- Controlling and managing WHSMS documents to ensure consistency, uniformity, and compliance with legal requirements
- Determining the nature of advice to support departments and branches to implement applicable WHS training and development activities.
- Organising, developing, and delivering Corporate WHS training topics.

Decisions made in consultation

- Recommending minor changes to the operational aspects of the WHS Management System.
- Recommending a changed workplace practice due to identification of trends and/or research in relation to changed Safety Standards or legislative requirements.
- Decisions relating to training program content, frequency, and appropriate attendees.
- Development of the WHS training & development strategy.

Decisions referred to manager

- Long term planning for improvements to the WHS Management System to ensure that it is being implemented more effectively within the workplace.
- Significant workplace incidents, which may potentially lead to a serious injury.
- WorkCover Safety Officers attending the workplace due to a staff member reporting an incident and recommending a potential course of action.

Problem Solving

A significant challenge for this position is to work with FCC Managers and staff to ensure that the WHS Management System is being implemented and reported on effectively across FCC. This involves supporting all Managers and staff in practically implementing the system via training, development, and support from the incumbent of this role. Advice and guidance in this area is complex and requires specific knowledge relating to training methodologies, WHS system and legislative requirements, and the potential impact of organisation wide implications.

Determining whether to recommend in-house or externally provided WHS training activities is a continual problem to be overcome.

Keeping up to date with the WHS and Safety Standards in relation to the day-to-day operational activities and ensuring that the Operations Manager People and Culture is aware of these changes and recommend an appropriate course of action to ensure that these changes are practically implemented within the workplace and reflected in the WHS Management System.

Managing day-to-day work priorities, the challenges associated with running various WHS projects and meeting WHS project deadlines and required outcomes.

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Competencies

Performance in this role will be assessed on 6 core competencies that apply consistently to all jobs within Council. Each year performance criteria including 6 relevant job specific competencies (identified in the Job Specific Skills Dictionary) and an Individual Work Plan will be negotiated and established in consultation with your manager.

Signature

Employee:	Signature	Date
Authorised by: (Manager)	Signature	Date