

SENIOR BUSINESS PARTNER SAFETY & WELLBEING

Position No.	1023
Classification	Band 7, Permanent full-time
Directorate	Corporate Services
Department	People & Performance
Division	
Team	Safety & Wellbeing
Department Context	The People and Performance department exists to support the engagement, management, development, safety and wellbeing, of our workforce and our compliance with relevant corporate and employee related legislation.  <pre> graph LR MPP[Manager People & Performance] --- CP&C[Coordinator People & Culture] MPP --- SBPSW[Senior Business Partner Safety & Wellbeing] MPP --- BPLD[Business Partner Learning & Development] MPP --- BPODP[Business Partner Organisational Development & Performance] SBPSW --- SWA[Safety & Wellbeing Advisor] </pre>
Position Purpose	The Senior Business Partner Safety & Wellbeing works with leaders and teams across the organisation to drive a safety and wellbeing culture through the provision of guidance, support and expert advice.

VISION & VALUES

Where people matter, communities are connected, and the future is bright

Pride	We know that our work is important, and we take pride in doing the best job we can
Respect	We treat each other with courtesy and respect, and are committed to keeping our environment safe, and free from judgement
Integrity	We are committed to being authentic, honest and ethical in our work
Collaboration	We partner together to achieve shared goals and deliver community focused outcomes
Excellence	We are committed to delivering the best community experience and outcome that we are capable of providing

KEY RESPONSIBILITIES AND DUTIES

Business Partner

- Foster effective working relationships across the organisation with a focus on collaboration and driving a culture where our people are 'home safe and well everyday'.
- Empower, coach and influence leaders and HSRs to deliver a positive and resilient safety culture.
- Apply safety and wellbeing expertise in a diverse work environment where your advice will be respected and welcomed.
- Build relationships and be party to early conversations and leadership decisions that generate ideas and proactively address emerging issues in safety and wellbeing.
- Contribute to and initiate continuous improvement activities relating to people experience, policies, practice and procedures.
- Partner with People & Performance team to support and manage Psychosocial and workplace risks.
- Coach managers and people leaders to understand their roles and responsibilities to cultivate a safe and well workplace.
- Actively support and drive the timely identification and resolution of safety and wellbeing hazards, non-compliance matters and improvements.
- Participate in various committees and working groups to continually improve the employee experience of safety and wellbeing.

Safety and Wellbeing

Safety

- Drive the organisation's compliance with relevant regulations, codes of practice, Australian standards and accreditation guidelines.
- Implementation in consultation with Manager People & Performance the Safety & Wellbeing Strategy including the continuous improvement of the strategy.
- Support the organisational leaders in their approach to safety inspections and audits, assisting in the identification and providing recommendations to improve safety performance.
- Support management in incident and hazard management including external notification to regulators, incident investigation, risk assessment, root cause analysis and mitigation strategies.
- Manage Council's Safety Management Systems and data, analyse safety and wellbeing data, and generate reports for Management and the Safety & Wellbeing Committee, including trend analysis and mitigation strategies.
- Provide guidance and advice to staff managing contractors, including onboarding processes and participating in contractor management including pre-qualifications and tender review.
- With the Business Partner Learning & Development create, implement and deliver training programs to support safety and wellbeing induction and awareness programs, safety initiatives and other training and development plans as required.
- Assist in the development of emergency management practices across workplace locations.
- Support the Safety & Wellbeing Committee.

Wellbeing

- Develop and implement a range of initiatives with a focus on early intervention and health promotion.
- Develop and Implement the Psychosocial Framework including the development of workplace information and training, risk assessments, employee wellbeing support principles and legislative compliance.
- Work collaboratively with stakeholders across Council to implement the Safety & Wellbeing Strategy, including collaborating with the internal stakeholders, Employee Assistance Provider, training providers and other organisations that promote health, safety and wellbeing.

People Leadership

- Mentor and lead the Safety and Wellbeing Advisor, providing regular review and feedback on the work program and outcomes of the individual.
- Provide support to the Safety and Wellbeing Advisor in the management of Workers Compensation and Return to Work for work and non-work-related injuries.

Business Continuity

- Support the Manager People & Performance in the development, implementation and review of Business Continuity Planning policies and practices with a safety focus.
- Participate in the response to business interruption exposures.

General and Organisational Responsibilities

- Comply with Council policies and procedures, including the Code of Conduct, and Councils Corporate Values.
- Contribute to the development of the Department's/Teams objective, as well as the corporate goals of Council.
- Embrace Council's commitment to providing a safe and healthy working environment by performing duties in accordance with the Health & Safety Act 2004, regulations, codes of practice and policies and procedures.
- Promote excellence in the customer experience and in conjunction with your manager or people leader, identify, review, and implement strategies to improve the customer experience quality and efficiency.
- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During a CEO identified emergency an employee may be required to complete alternative work including administration, logistics and specialist support.
- Maintain confidentiality in respect of all dealings of a sensitive or confidential nature.
- Participate as directed in training and education to maintain compliance and an up-to-date knowledge.
- Other duties within the scope of the employee's skills, competence and training, relevant to the position band, as requested by the supervisor.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.

Child Safe Standards

Golden Plains Shire Council is committed to creating a child safe organisation where children and young people are respected, valued and encouraged to reach their full potential.

Golden Plains Shire Council's policies and procedures support the implementation of requirements under the *Child Wellbeing and Safety Act 2005* and the *Child Safe Standards*.

All staff must actively contribute to a child safe and child friendly environment and are committed to continuously update their knowledge to ensure they fulfil their obligations in relation to Child Safe Standards. Council will provide access to continuous learning opportunities and develop relevant services and programs to adopt Child Safe practices.

GPSC CAPABILITIES

The GPSC Capabilities are the knowledge, skills, and associated behaviours required by all staff. The capability level for each role is varied and dependent on the role functions. The four levels for the capabilities are:

Foundational	• Basic awareness of concepts and techniques • Follows guidance, complies with established procedures, seeks advice
Intermediate	• Broad understanding of concepts and techniques • Demonstrates the skills/knowledge with minimal guidance

Adept	- Strong understanding of concepts and techniques with consistent application - Influences, upholds, shares advice, consults
Advanced	- Extensive understanding and application of concepts and techniques - Sets, leads, designs, innovates, monitors, regulates, develops others - Shapes the organisations approach in the application of this skill/knowledge

The capability level for this role is as follows:

Capability	Description	Level
Flexibility & Adaptability	Adjust approach in line with changing priorities and remain agile and positive toward change	Advanced
Manage Self	Shows drive and motivation, with an ability to self-reflect and a commitment to learning	Advanced
Resilience	Maintain a positive attitude and consistently deliver quality work in the face of challenging situations	Advanced
Value Diversity & Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences, and perspectives	Adept
Communication	Communicate clarity, vision, purpose, and impact, actively listen to others, and respond with understanding and respect	Adept
Collaboration	Build strong relationships, collaborating effectively across the organisation, valuing their contribution	Advanced
Customer & Community Focus	Committed to the customer experience and delivering customer and community valued outcomes	Adept
Influence & Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Advanced
Action & Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy, and guidelines	Advanced
Plan & Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
Problem Solving	Think, analyse, and consider the broader context to develop practical solutions	Adept
Innovation & Continuous Improvement	Use different ideas and concepts to develop new and different ways of thinking to improve efficiency, effectiveness, and quality of work	Advanced

CLASSIFICATION DEFINITIONS

Accountability and Extent of Authority	- Accountable for the effective operation of this position's responsibilities within agreed unit objectives, budgets and policies. - The freedom to act is subject to Council policies, objectives and budgets with regular reporting to the Manager People & Performance with respect to the achievement of goals and objectives. - The position will have input into policy development with the freedom to act as prescribed by the Manager People & Performance. - Compliance with legal principles and requirements in relation to WorkCover and claims. - Providing prompt accurate and knowledgeable investigation and management of incident reports, hazards and claims.
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	• Providing accurate and timely advice to Council staff in relation to safety and wellbeing. • Ability to coordinate activities involving staff and Council's insurers and lawyers.
Judgement and Decision Making	• The role is problem-solving in nature and requires the application of appropriate methods and techniques to resolve problems and identify opportunities for improved outcomes. Generally, these approaches are developed from previous experience, research and theory. • Guidance and advice will not always be available so an ability to seek information and assistance from internal and external sources is required. • Ability to use knowledge and experience to make day-to-day decisions in accordance with Council procedures and policies. • Ability to appropriately investigate and assess incidents as they are reported and initiate appropriate action.
Specialist Skills & Knowledge	• Thorough understanding of Health & Safety and related legislation and regulatory frameworks. • Ability to investigate workplace incidents or hazards and work with teams to mitigate risks. • A thorough knowledge of risk and safety management systems and reporting mechanisms. • A good understanding of the functions of Council departments/operations and associated risks. • An understanding of the long term goals of the wider organisation and of its values and aspirations and of the legal, political and environment context in which it operates. • A thorough understanding and application of budgeting processes for the unit, including WorkCover insurance premium calculation. • Knowledge and understanding of Council policies and procedures.
Management Skills	• Skills in managing time, setting priorities and planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures. • Understanding and an ability to implement personnel policies and practices including awards, equal opportunity and occupational health and safety policies, recruitment and selection procedures and techniques, position descriptions and employee development plans. • Proven capacity to manage multi-faceted and complex tasks with minimal supervision.
Interpersonal Skills	• Well-developed written and oral communication skills. • Demonstrated ability to solve problems through investigation, research and collaboration. • Demonstrated ability to consult, negotiate with and gain co-operation and assistance from a diverse range of people including those within Council, residents and ratepayers, community groups, claimants and contractors. • Ability to effectively manage claimants to achieve fair and equitable outcomes for all parties. • Ability to maintain professionalism, integrity and confidentiality.
Qualifications & Experience	• An appropriate tertiary qualification in Occupational Health and Safety, Risk Management, or related discipline. • Experience in a safety / OHS field

- Proven leadership capability or potential.

KEY SELECTION CRITERIA

- Leadership capability or potential, self-motivated and driven to achieve positive outcomes for the organisation and team.
- Strong commitment to creating workplace cultures where safety and wellbeing of all persons is a priority.
- Experience in the development, implementation and continuous improvement of a safety management system.
- Demonstrated understanding of and commitment to Health & Safety Legislation.
- Working knowledge and understanding of the OH&S regulatory framework, principles and practices with the proven ability to investigate workplace incidents or hazards and work with teams to remove or minimise risks.
- Demonstrated initiative and flexibility in approach to work, combined with the capacity to challenge and work collaboratively toward the improvement in processes and outcomes.
- Proven ability to build effective working relationships with people at all levels and from a diverse range of backgrounds, teamed with a high level of communications skills and a customer experience focus.

Desired:

- Experience in a Local Government or multi-disciplinary workforce.
- Experience in a work environment that uses heavy machinery and plant.

Other Requirements

- A current Australian drivers licence.
- Maintain a satisfactory National Criminal History Check.

APPROVAL

Approved By (Department):	People & Performance
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Reviewed By (P&C):	Manager People & Performance
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Date:	January 2026
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Employee Acceptance:	<i>Accepted via onboarding portal</i>
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