

CITY OF WANNEROO POSITION DESCRIPTION – TEAM MEMBER

POSITION TITLE: Work Health & Safety Business Partner	DIRECTORATE: Corporate Strategy & Performance	DATE: November 2024
REPORTS TO: Coordinator Work Health & Safety	SERVICE UNIT: People & Culture	LEVEL: 7
POSITION NUMBER: 3113/3718/4319	SUB UNIT: Work, Health & Safety	ROLE FOCUS: Service
ROLE BALANCE: (People/Scheduling/Technical) 10/10/80	JOB FAMILY:	ANZSCO CODE:

ORGANISATIONAL CONTEXT

The City of Wanneroo (the City) is an expanding and thriving Local Government on the northern fringe of the Perth Metropolitan area, located approximately 12km from the CBD at its nearest point and 62km at its furthest point. Our community, council and City administration are working actively towards our vision of building a future together by collaborating with all stakeholders.

DIRECTORATE CONTEXT

The **Corporate Strategy & Performance Directorate** addresses the full range of functions dealing with 'running the organisation'. This includes a coordinated approach to corporate planning, monitoring and reporting, whilst ensuring business processes and systems are effectively supported, reviewed and enhanced, and will facilitate continuous improvement, maintain high corporate standards and deliver long term financial sustainability.

POSITION CONTEXT

Under regular supervision of the Coordinator Work Health and Safety, this position is accountable for the provision of quality outcomes in accordance with customer needs as outlined in the Service Plan and Performance & Development Review Conversation, by applying skills, knowledge, experience and judgement, involving the performance of non-repetitive activities governed by established policies, procedures, methods and guidelines to meet current and anticipated changing organisational needs.

The role communicates with a range of customers and stakeholders including consultants and contractors; government departments and agencies; other local governments; vendors and suppliers; and City Leaders and employee.

A challenging aspect of the role is ensuring the consistent interpretation of relevant legislation, within a dynamic environment that includes changing and competing priorities with tight timeframes.

The City values an agile workforce where people are engaged to deliver excellent customer outcomes and have the aptitude to adapt to changes in the internal and external environment. As such, all roles may be required to work in any Service Unit across the City and perform activities outside of those described in this position description, aligned to the incumbent's skills, qualifications and training. A positive, proactive approach to change is required.

FUNCTIONAL ACCOUNTABILITY

Support a safe work environment through the elimination or minimisation of risks to workplace health and safety for all those employed at the City or engaged in any capacity.

Encompasses an individual person delivering outputs to meet their own individual performance outcomes aligned to business objectives and set out in their annual performance review.

KEY ACCOUNTABILITIES

KEY RESULTS AREAS OUTCOMES

Collaboration &
Teamwork

- Contributes to a cohesive team environment by sharing information, supporting and assisting colleagues in a proactive manner to achieve goals and outcomes.
- Thinks critically and actively collaborates with colleagues and Leaders.
- Contributes to the development of business improvement initiatives.

Customers &
Stakeholders

- Acts as a point of contact for customers and stakeholders and responds to enquiries ensuring that these are addressed, resolved and/or re-directed for resolution.
- Liaises with customers and stakeholders to deliver service excellence, ensuring that information is accurate, consistent, clearly communicated and issues are resolved in a reasonable timeframe.

Efficient & Effective
Delivery

- Develops, implements and evaluates Work, Health & Safety initiatives and programs to promote safety and health, that enables achievement of the Strategic Community Plan and Corporate Business Plan.
- Provides Work, Health & Safety support to the organisation to ensure a safe workplace and safe work culture, in accordance with relevant legislation, policies, processes and procedures.
- Conducts and supports safety investigations, inspections, assessments and audits within the workplace to ensure that works are compliant with relevant legislative obligations and the City's policies and procedures and recommends appropriate actions to ensure compliance and best outcomes.
- Identifies and analyses Work, Health & Safety risks and provides recommendations on the most appropriate method of eliminating or minimising risks.
- Prepares reports in functional area or activity tailored to the needs of the audience.
- Processes and practices are continually reviewed, ensuring delivery of relevant quality outcomes and results for customers.
- Proposes innovation and business improvement initiatives within area of accountability activity.

Systems & Processes

- Maintains relevant registers, databases and systems, ensuring that information is accurate, stored correctly and accessible as required and meets legislative requirements.
- Follows the City's administrative systems and processes, ensuring that information is accurate, stored correctly and accessible as required.
- Contributes to the development of processes and procedures that support the work of the Service Unit.
- Manage workers compensation cases and assist in all aspects of injury management.
- Assist in the management of health surveillance and monitoring activities.

- Assist in the management of emergency preparedness activities.
- Other duties, as required in line with the skills, competency, training and experience for the task.

Resources,
Governance,
Compliance & Risk

- Ensures knowledge of and complies with safety, legislative, regulatory, financial and administrative frameworks.
- Take reasonable care of own health and safety.
- Take reasonable care acts or omissions do not adversely affect the health and safety of other persons.
- Comply with any reasonable instruction given to meet work health and safety legislation obligations.
- Comply with any reasonable protocol or procedure relating to workplace health and safety.
- Ensure team/teams are competently trained in relevant procedures, protocols, qualifications, or licences to perform their role in a safe manner.
- Demonstrate, encourage and influence a positive safety culture and act as a positive role model for the wider business at all times.
- Demonstrates high and proactive concern for health, safety, environment, community and the City's reputation at all times.
- Represents the City in an honest, ethical and professional way, ensuring adherence to the City's Code of Conduct at all times.

CAPABILITIES REQUIRED

Qualifications, Requirements and Experience:

- Qualification in relevant discipline such as Work, Health & Safety.
- Qualification in management systems auditing desirable.
- Relevant experience in a similar role is required.
- Intermediate experience in the efficient utilisation of information systems and technology.
- Current Drivers Licence.
- Current National Police Certificate.

Skills and Knowledge:

Required Advanced Knowledge:

- Knowledge of relevant Work, Health & Safety legislation.
- Computing, numeracy and literacy skills.
- Organisational skills with the ability to prioritise competing tasks.
- Customer service skills.
- Communication and problem- solving skills.
- Research and analysis skills.
- Negotiation and influencing skills.
- Knowledge of the practical application of workplace health and safety measures in the workplace including hazard identification relevant to both inside and outside workers.

Key Stakeholder Relationships:

- Support the Coordinator Work Health and Safety to assist them to carry out their role.
- Communicate, engage and provide support / advice to relevant stakeholders and customers.

Role Authorities:

- Local Government Act Regulations and Act delegations, specific to the role.
- Required to exercise responsibility and use of initiative and judgment in problem solving and support at a Team Member level.

VERIFICATION

The content of this Position Description is an accurate statement. Position Descriptions will generally be reviewed and updated where necessary.

Leader Name: Helen Nieuwenhuyze, Coordinator Work Health and Safety

Date: 12 November 2024

Next Up Leader Name: Katherine Harrison, Manager People & Culture

Date: 12 November 2024