



Position Description

Work Health Safety Business Partner (Health)

Wesley Work Health Safety

Agreement

Signed – Manager

Signed – Employee

Date

Date

Do all the good you can
because every life matters



Work Health Safety Specialist

Wesley Work Health Safety

1 Overview of Wesley Mission

Wesley Community Services Limited, a company limited by guarantee pursuant to the Corporations Act 2001, is a Public Benevolent Institution operating as Wesley Mission to deliver services and programs to provide direct relief of poverty, sickness, suffering, distress, adversity, disability, destitution, and helplessness in New South Wales and other parts of Australia as inspired by the work of Jesus Christ in word and deed. Our vision is to:

“Do all the good you can, by all the means you can, in all the ways you can, in all the places you can, at all the times you can, to all the people you can, as long as ever you can”.

Out of Christian love and compassion we are driven by Christlike servant hood, unfailing integrity and courageous commitment.

The organisational plan is based on four key result areas, namely:

- our clients
- our people
- our operations
- our financials.

Our position descriptions and performance plans are aligned with these four key result areas.

2 Overview of Wesley Work Health Safety

The Wesley Work Health and Safety Team oversee a wide range of both strategic and operational work health and safety activities to promote the highest practicable standard of work health and safety within Wesley Mission, ensuring compliance with legislative requirements and Australian and international standards.

Wesley Work Health Safety Team key responsibilities:

- Provide best practice guidance, advice and leadership within work health and safety, injury management and rehabilitation to managers, employees, applicable contractors and monitor and report on the operation of the Wesley Mission Work Health and Safety Management Framework in line with Wesley’s strategic goals
- Facilitate the development, implementation and review of effective risk management strategies to identify, assess and control risks
- Devise and deliver the Wesley Mission workplace injury and illness prevention program
- Maintain an effective workers compensation, injury management and return to work program
- Provide services to assist HR/Managers to determine fitness for employment/fitness for duty
- Advise on reasonable workplace accommodations for employees suffering from non work-related injuries or medical conditions
- Provide workers compensation policy management services
- Devise and deliver WHS training

- Monitor WHS performance to confirm WHS Policy commitments are being met and report outcomes providing WHS analytics and reporting as required by the Wesley Board and senior leadership

3 Overview of role

The role is an integral part of the Wesley Work Health and Safety Team. The purpose of the role is to help ensure worker health and to enable Wesley Mission to meet WHS statutory obligations and contribute to the continuous improvement of the WHS Management System.

4 Relationships

Reports to: Manager, Work Health Safety

Works with: WHS Team and HR Business Partners

Key Stakeholders: Managers, employees, contractors, WHS Regulators, Worker Compensation Scheme agents, other service providers and industry/peak organisations

5 Major role responsibilities

5.1 Our clients (those we serve outside the organisation)

- Be a strong ambassador for the Wesley Mission Work Health & Safety Team
- Ensure the reputation and integrity of Wesley Mission is maintained at all times
- Ensure effective communication with all stakeholders in order to deliver effective services and obtain vital information for WHS purposes
- In collaboration with the WHS team, implement the key business outcomes as per the People & Culture Business Plan to ensure enhanced efficiencies and service improvements within service groups and Wesley Mission as a whole.

5.1.1 Performance Measures

- Network and engage effectively with stakeholders, based on stakeholder feedback
- Contribution to and attendance at Wesley Mission events
- Creates good rapport with key stakeholders resulting in positive safety outcomes.

5.2 Our people (our team)

- Promote and ensure adherence to Wesley Mission Brand
- Ensure all policies and procedures are understood and adhered to
- On a quarterly basis, document your progress using the Employee Contribution & Development template and meet with your manager to discuss
- Ensure your position description is up-to-date and identify career training and development and career growth opportunities for yourself
- Regularly report to your manager on team issues such as resourcing needs, performance training/development, disciplinary action, leave, work, health and safety issues
- Identify and recommend opportunities to increase team satisfaction
- Attend all scheduled meetings.

5.2.1 Performance Measures

- Positive contribution towards the Employee Contribution and Development process supporting career development, position focus and job satisfaction
- Effective communication and rapport with the manager and team members
- Contribution to and attendance at all team meetings.

5.3 Our operations

- Reflect the Wesley Mission brand and key messaging to stakeholders
- Support a strong quality and continuous improvement focus within the WHS Team
- Engage well with stakeholders to build effective relationships, gain their support and ultimately create advocates for WHS.

5.3.1 Performance

- Assigned activities are completed effectively and on time.
- Managers and staff satisfaction with support.

5.4 Our financials

- Ensure all WHS projects are delivered to budget and seek opportunities to minimise expense and create value wherever possible.

5.4.1 Performance Measures

- Projects are delivered on time with financial targets met.

6 Professional responsibilities

- Support and provide guidance and advice to Wesley Mission managers and employees on best practice health and safety
- Devise, implement and monitor workplace injury and illness prevention programs with a major focus on task analyses, manual handling, ergonomic assessments and identification of suitable duties via job dictionaries/job demand statements
- Help coordinate, conduct and monitor fitness for employment and fitness for duty assessments
- Advise on reasonable workplace accommodations for employees suffering from injuries or who have medical conditions that affect their work or are affected by their work.
- Conduct site visits to carry out ergonomic and health and safety related assessments
- Assist with WHS site audits, inspections and safety incident investigations
- Support WHS projects and provide back up support for your WHS Business Partner colleague who specializes in Safety
- As an employee, be responsible under the Work Health & Safety Act for the health and safety of all persons they come into contact with, during employment. All hazards and injuries must be reported through the normal process as set out in Wesley Mission's Work Health, Safety and Rehabilitation Quality Management System and site procedures
- In relation to Wesley Mission and the Uniting Church in Australia, attend such functions, meetings, seminars, training courses as directed by your supervisor
- In relation to Wesley Mission attend worship services as encouraged by your supervisor
- Take responsibility for personal career development and training



- Participate in Wesley Mission's Orientation program, so as to gain an understanding of, and promote, the application of the EEO, Affirmative Action, Privacy Act, Work Health & Safety Act and other relevant legislation
- Administer Wesley Mission's philosophy of care and other relevant policy documents as appropriate
- Demonstrate responsible stewardship of all resources, and willingness to report impropriety in keeping with the values of Wesley Mission
- Ensure the reputation and integrity of Wesley Mission is maintained at all times
- Maintain confidentiality.

7 Selection criteria

To be successful in this position, candidates must possess the following:

Demonstrated behaviours

- Strong personal commitment to work health and safety and a passion for workers' health
- Demonstrated ability to work unsupervised with a positive attitude, confident and demonstrating strong initiative
- Willingness to affirm Wesley Mission's vision, mission and values and enthusiastically advocate our Word and deed ministry.

Essential skills/knowledge

- Tertiary qualifications in any of the following: Occupational therapy, exercise physiology, physiotherapy, workplace rehabilitation, ergonomics
- Current valid NSW driver's licence and ability to travel to both metro and regional areas within NSW
- Strong understanding of WHS legislation, standards and guidelines
- Knowledge of WHS Risk management principles and practices
- Experience developing and delivering health related WHS education and training
- Strong written and verbal communication skills and strong interpersonal and influencing skills
- High level of analytical and report writing skills
- Five years' experience in a similar role within a diverse organization.
- **Desirable skills/knowledge**
 - Injury management, rehabilitation and return to work claims management experience
 - For purpose working experience
 - Current first aid certificate.