

POSITION DESCRIPTION

Position Title:	Safety and Risk Business Partner	Position Code:	6-SRBP1
Division:	Executive Services	Grade:	H
Location:	Dubbo or Wellington	Hours/Week:	35
Reports to:	Safety and Risk Team Leader		
No. Direct Reports:	Nil	No. Indirect Reports	Nil

Primary Purpose of Position

The Safety and Risk Business Partner works closely with Council's leadership team to develop safe working practices, facilitate continuous improvement and support a safety first culture. The position will be required to build partnerships across the organisation and provide practical safety management advice and guidance. The role will be responsible for the development and implementation of new practices, policies and procedures to manage of risk and work, health and safety.

Key Accountabilities / Duties

Key Result Area	Primary Activities
Business Partnering	<ul style="list-style-type: none"> • Provide professional, business focused safety services to the organisation and in partnership to your designated division(s) • Work in partnership with the leadership team to identify safety, risk implications, and provide practical solutions. • Develop and maintain solid business relationships within the organisation and contribute to the delivery of positive safety solutions. • Work with the broader safety team to ensure consistency of approach, good practice and assistance. • Analyse and identify safety and risk issues and trends in the business partner division/s and work with the leadership team to develop solutions and strategies for improvement • Assist in identifying and developing safety capacity and capability of the business partner division • Lead by example by demonstrating positive and proactive safety and risk practices. • Be the contact for the business partner division/s to implement corporate Safety initiatives and strategies • Work with other Council sections for the effective management of operational activities to ensure legislative compliance and maintain high industry standards.

Key Accountabilities / Duties	
Corporate WHS Management System	<ul style="list-style-type: none"> • Assist in the development and maintenance of Council’s Safety Management System enabling the joint development of safe working practices and the continuous development of a Safety First Culture. • Assist with the development and implementation of plans, which ensure compliance, continuous improvement and integration across the whole of Council. • Work closely with business groups and staff in standardising practices across the Council.
Advisory, Coaching and Development Services	<ul style="list-style-type: none"> • Provide advisory, coaching and developmental services to Council’s management and staff to facilitate the implementation of safety and risk systems, policies and programs. • Promote hazard identification and risk assessment and control practices to encourage Managers and staff to challenge at-risk behaviours. • Effectively communicate and promote safety systems, policies and programs at all levels of the organisation. • Assist and provide safety inductions and training services to ensure all staff are aware of safety systems, policies and programs. • Assist with the revision and communication to staff of any changes and updates to WHS and risk legislation, standards and guidance material.
Incident Investigation	<ul style="list-style-type: none"> • Ensure the effective investigation of incidents and identify hazards in order to minimise the impact of injury to workers. • Liaise with regulatory Authorities such as SafeWork NSW, EPA or other key stakeholders in the timely reporting and effective incident investigation of incidents where required.
Risk Management	<ul style="list-style-type: none"> • Contribute to the development and implementation of Council’s Enterprise Risk Strategy. • Maintain an accurate and up to date understanding of risk management legislation and best practice. • Maintain accurate and up to date understanding of the councils Risk management conditions. • To assist the leadership team develop, implement and review risk management systems, policies and procedures for all Council operations • Participate in and facilitate hazard and risk identification and management, including maintaining a risk register and conducting risk assessments, audits, inspections, and investigations, and analysing data to identify trends and opportunities for improvement. • Assist with the development, co-ordination and review of Council’s Enterprise Risk Management Plan and increase awareness amongst management and staff of risk management issues by conducting regular meetings and information sessions. • Review internal and external audit recommendations and reports for issues relevant to establishment of the Enterprise Risk Management Program • Completion of Audits and other statistical returns as required. • Be Council’s primary contact and expert in all risk management matters.

Key Accountabilities / Duties

	<ul style="list-style-type: none"> • Provide risk management advice and assist in the renewal of insurance policies from a risk management perspective. • Maintain awareness of additional insurance coverage options available to Council and recommend as appropriate. • Maintain and update Council's risk registers with periodic reporting as required.
Administration, Project Management and Reporting	<ul style="list-style-type: none"> • Ensure all safety and risk administration is effective and accurate, providing reporting and information to the organisation and implementation of corporate wide improvement programs and projects. • Provide information to the Safety and Risk Team Leader for safety based activities and ensure all records and documents are kept up to date in line with Council's record management systems and procedures. • Undertake responsibility for moderately complex projects, utilising a degree of initiative and judgement. • Work to defined project deadlines and targets.
Team Support	<ul style="list-style-type: none"> • Participate and contribute to an effective and productive team. • Work with Council's Injury Management staff in notifying lost time incidents and injuries • Ensure a positive and proactive working relationship is developed and maintained between Safety and Risk and the Injury Management Wellbeing team • Support actions within the People, Culture and Safety and Governance and Internal Control teams as required. • Work collaboratively with the People, Culture and Safety section in relation to employee induction, education and compliance training in relation to Safety and Risk. • Act in other roles as required.

Inherent Requirements of the Position

- Class C Drivers Licence
- General Construction Induction Card
- This position is required to work 35 hours per week, predominately Monday to Friday, between the hours of 700am and 500pm, however work outside these times may be required on an occasional basis.
- This position is required to work indoors and outside, in public and non-public areas as part of the role, thus a reasonable level of fitness and good manual handling technique are inherent requirements of the role.
- This position is required to wear personal protective equipment as necessary.
- Elements of this role will be office based using computers and electronic systems, so sustained periods of sitting may be required.
- The occupant of this position will be required to travel between Dubbo and Wellington and operate out of Council's office or depot facilities as necessary

Selection Criteria

Essential

1. Degree qualifications in Work Health and Safety, Risk or related discipline or commensurate experience.
2. Solid demonstrated experience/capacity in providing professional and practical advice across a broad spectrum of workplace safety and risk matters.
3. Demonstrated knowledge of work Health Safety and Risk legislation, regulations, standards and related management systems.
4. A sound knowledge and understanding of enterprise risk management principles, processes and practices.
5. Excellent written and verbal communication skills with the ability to influence and negotiate across all levels of an organisation.
6. Demonstrated ability to use coaching skills to influence adoption of good safety and risk practices.
7. Demonstrated ability to carry out multiple projects and achieve set goals within the required time frame

Desirable

8. Demonstrated experience and/or accreditation in auditing.

Organisation Wide Accountabilities

Corporate Values

All employees have a responsibility to uphold the values of Dubbo Regional Council being:

- Progressive
 - Be Curious, Courageous and Committed
- Sustainable
 - Balanced Approach To Growth and Opportunity
- One Team
 - Working Together
- Integrity
 - Accountable For Our Actions

Work Health and Safety

All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor immediately and to People, Culture and Safety Branch by the end of the current working shift.
- Participating in any WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health Safety and Consultation Policy

Sustainability	Staff will give equal priority to improving and enhancing Council’s economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.
Code of Conduct and Equal Employment Opportunity	Staff will, at all times, adhere to: <ul style="list-style-type: none"> • Council’s adopted Code of Conduct. • Council’s Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

Acceptance:

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council’s policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: