

# BUSINESS PARTNER, SAFETY SYSTEMS AND ASSURANCE

## POSITION DESCRIPTION

<b>Position Title:</b>	Business Partner, Safety Systems and Assurance
<b>Responsible To:</b>	Manager, People Safety & Wellbeing
<b>Council Portfolio:</b>	Corporate Services
<b>Council Program:</b>	People
<b>Classification Level:</b>	Salaried, Level 8

### Overview of Portfolio

The Corporate Services Portfolio provides effective and efficient services and insights to strengthen and grow our organisational capability, and support a culture of accountability, transparency and innovation. Additionally, the Portfolio provides the key support functions to ensure Council's subsidiaries, the Adelaide Central Market Authority (ACMA) and Adelaide Economic Development Agency (AEDA), deliver their objectives in accordance with their respective Charters, statutory requirements and obligations.

### Overview of Program

The People Team strengthens our organisation's capability to lead and deliver essential services for our community, corporate services for our organisation, and brilliant experiences in our City, by co-creating an environment where our people thrive, live our values, reach their potential, and learn and grow.

### Key Relationships / Interactions

<b>Internal</b>	Portfolio Management Teams Employees across the People Team City of Adelaide (CoA) employees across all Portfolios and Programs
<b>External</b>	SafeWork SA Office of the Technical Regulator LGAWCS (Exempt Insurance License holder) Local Government agencies Consultants

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## Primary Purpose

As part of the People program the Business Partner, Safety Systems and Assurance provides specialist guidance, advice and coaching in relation to safety and wellbeing matters, develops and delivers activities within the People Workforce Strategy & WHS Actions plans and builds safety leadership capability across the organisation.

## Responsibilities

The Business Partner, Safety Systems and Assurance is responsible for:

- Delivering assigned aspects of the People Workforce Strategy
- Developing WHS Action Plans to ensure compliance with legislation and Local Government Risk Services (LGRS) Performance Standards for Self Insurers (PSSI) license conditions.
- Providing specialised safety and wellbeing advice and consultancy to leadership across the City of Adelaide
- Developing and maintaining strong relationships with leaders and their teams to ensure active engagement in components of the Work Health and Safety Management System.
- Building the capability of leaders across the organisation in meeting their responsibilities within the Work Health and Safety Management System.
- Delivering and monitoring key WHS activity drivers: BAU Hazard profiles, programmable events and LGRS Action Plan.
- Continuous improvement of WHS operating processes to maintain compliance.
- Developing, prioritising and managing ad hoc projects in response to emerging opportunities in the safety management system.
- Mentoring our leaders to ensure CoA meets its 'just culture' objectives for incident reporting and investigation.
- Providing critical incident response and investigations.
- Maintaining awareness of issues, activities and initiatives relevant to the Chief Operating Officer and Associate Director, People.
- Acting as the primary point of contact for system guidance and developing communications and training resources to educate and support CoA leaders and their teams in effectively using internal WHS electronic systems.

## Responsibilities for all employees:

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing for self and others.
- Promptly report WHS incidents or near misses and use equipment, supplies, and personal protective equipment safely and responsibly.
- Adhere to information security and safety requirements (physical and cyber) by following secure data handling practices, supporting and secure system management.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Complete all mandatory training and ongoing professional development.

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## Position Criteria

<b>Qualifications</b>	<p>A tertiary qualification in Injury Management, WHS, Human Resources or Workplace Assessment &amp; Training or related field and/or commensurate demonstrate experience in lieu of formal qualifications.</p> <p>Experience in a similar role within a Self-Insured environment</p>	<b>Essential</b>
<b>Technical Knowledge &amp; Experience</b>	<p>Substantial experience in providing accurate advice and solutions on a range of complex safety and wellbeing matters.</p> <p>Sound understanding of work, health and safety laws and regulations and significant experience interpreting and applying them.</p> <p>Advanced consulting and relationship management experience at all levels.</p>	<b>Essential</b>
	<p>Injury Management experience in a self-insured organisation</p>	<b>Desirable</b>
<b>Project Management</b>	<p>Proven experience in project management of people and safety initiatives including engagement and consultation.</p>	<b>Essential</b>
<b>Innovation &amp; Initiative</b>	<p>Demonstrated ability to develop creative solutions and achieve innovative outcomes that enhance the delivery of services provided by the Programs.</p>	<b>Essential</b>
<b>Customer Commitment &amp; Integrity</b>	<p>Demonstrated high level skills in dealing confidently and courteously with people at all levels.</p>	<b>Essential</b>
	<p>Capacity to maintain a high degree of discretion and exercise sound judgement in dealing with sensitive and confidential matters.</p>	
<b>Collaboration &amp; Communication</b>	<p>Well-developed team-work skills and the ability to build positive working relationships within the Program and across the organisation.</p>	<b>Essential</b>
	<p>Proven ability to deliver a professional consultancy and critical-issue management service.</p>	
	<p>Proven ability to compose and present correspondence of a specialist nature.</p>	
	<p>Proven capacity to work independently with minimal direction and collaboratively in a team environment.</p> <p>A high level of written and verbal communication skills, including tact and diplomacy and able to display such skills to all levels within the organisation.</p> <p>Well-developed interpersonal and communication skills.</p>	
<b>Administrative Skills</b>	<p>Experience in providing a broad range of administrative and related clerical services at an advanced level and with high levels of accuracy.</p>	<b>Essential</b>
	<p>Strong organisational skills, the ability to successfully manage competing priorities, maintain attention to detail and meet deadlines.</p>	
	<p>Advanced skills in MS Office computing applications including word processing, spreadsheet, database, presentation software (e.g. PowerPoint) and email.</p>	
<b>Government Experience</b>	<p>Experience working in a government environment.</p>	<b>Desirable</b>

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## Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

	<p><b>Achievement</b></p> <ul style="list-style-type: none"> <li>• Deliver what matters</li> <li>• Ensure clarity of direction and unity of purpose</li> <li>• Inspire excellence and strive for outstanding results</li> </ul>
	<p><b>Collaboration</b></p> <ul style="list-style-type: none"> <li>• Work together to build successful teams and partnerships</li> <li>• Be open, inclusive, and share knowledge</li> <li>• Seek, provide, and act on feedback</li> </ul>
	<p><b>Customer Commitment</b></p> <ul style="list-style-type: none"> <li>• Know your customers and put them first</li> <li>• Listen to and understand customer needs</li> <li>• Be responsive, close the loop and deliver on promises</li> </ul>
	<p><b>Integrity</b></p> <ul style="list-style-type: none"> <li>• Own your actions, successes and mistakes</li> <li>• Act with transparency, honesty, and respect</li> <li>• Do what you say you will do</li> </ul>
	<p><b>Innovation</b></p> <ul style="list-style-type: none"> <li>• Look for ways to improve and create positive change</li> <li>• Think broadly and take a wider viewpoint</li> <li>• Be responsive to new ideas and opportunities</li> </ul>

## Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

## Physical Demands

<b>Work Area</b>	Office buildings, workshops, outdoors
<b>Lifting</b>	Lifting up to 10kg
<b>Standing</b>	Standing and moving around indoors. Walking in parklands and streets.
<b>Push / Pull</b>	Use of small trolley, light to moderate force
<b>Gripping and handling</b>	Use of computers, handling electronic devices
<b>MSI Risk</b>	Low

## Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**\*\* Electronic Offer\*\*** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.