

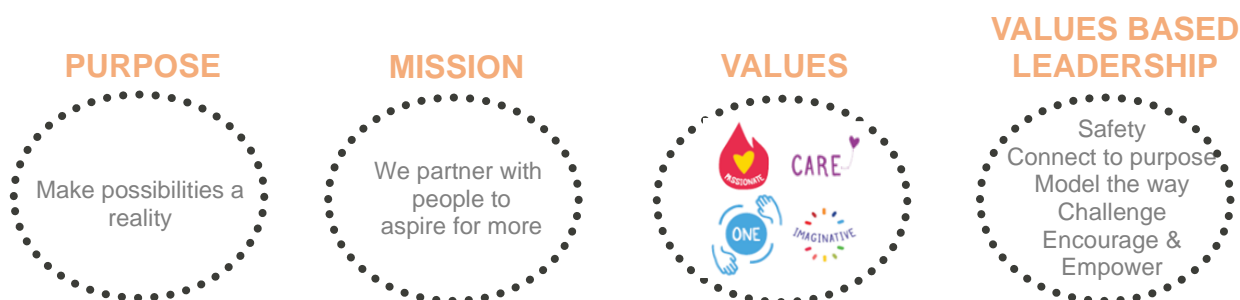
Team Leader Work Health and Safety Business Partners Success Profile

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| Your division | People and Wellbeing |
| Your team | Safety and Wellbeing |
| You report to | Head of Safety and Wellbeing |

PURPOSE OF YOUR ROLE

The Team Leader Work Health and Safety (WH&S) Business Partners is key to transforming and embedding a Safety Leadership culture across the organisation. This role is accountable for the leadership of the Work Health and Safety Business Partnering function, whilst playing an integral part in the planning and provision of specialist advice, guidance and leadership on health, safety and wellbeing to all staff, contractors and visitors.

ORGANISATIONAL PROFILE



KEY SUCCESS AREAS

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| SAFETY | <ul style="list-style-type: none"> • Demonstrate safety leadership in every action and decision, recognising good safety practice acting to improve safety where necessary. • Lead the identification and reporting of potential hazards, and work-related incidents, injuries and/or illness. • Commitment to Endeavour Foundations Zero Harm philosophy. • Work collaboratively with colleagues and business leaders to ensure a safe working environment, fostering a culture of continuous improvement and no blame. • Embed consultation and communication throughout the organisation. |
| CUSTOMER CONNECTION | <ul style="list-style-type: none"> • Ensure that the customer is at the heart of everything we do. • Foster a culture of collaboration within the WH&S team, leading a co-create and co-deliver approach across and within the business, ensuring team members understand the commitment to shared goals. • Collaborate with colleagues and business leaders. • Deliver valued and acted upon insights and solutions that meet stakeholder needs. • Provide excellent internal customer service that enables managers to make effective and timely business decisions. |

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| | <ul style="list-style-type: none"> • Be perceived as a trusted and reliable expert that adds value and provides best practice guidance. |
| OUR PEOPLE | <ul style="list-style-type: none"> • Provide effective leadership and a clear sense of direction to the WH&S Business Partnering team, demonstrating leadership competencies aligned to the leadership framework. • Proactively coach and mentor a team of subject matter experts to build their skills and enhance their capabilities and provide regular and targeted feedback through the Performance Partnership program. • Personally contribute to, shape and champion the organisation's Purpose and Values through all actions and decisions. • Demonstrate effective stakeholder engagement skills, tactics and initiatives to deliver WH&S programs and initiatives. • Demonstrate courage and persistence in the face of resistance and seek to understand challenges and develop effective responses. • Operate as the conduit between the Work Health and Safety Business Partnering team and Senior Leadership providing direction to ensure alignment with strategy. |
| OPERATIONAL EXCELLENCE | <ul style="list-style-type: none"> • Support the development and implementation and review of a comprehensive WH&S framework. • Develop, review and update WH&S policies, procedures, guidelines, training documents etc. to ensure content is in line with the organisational and legislative requirements. • Provide support to the WH&S and Rehabilitation and Return to Work team to ensure the objectives, goals and outcomes of the team are achieved in a timely manner. • Manage the delivery of safety advice and support to internal customers enabling the achievement of their business objectives. • Identify, monitor and evaluate significant WH&S hazards and risks and develop strategies to eliminate or minimise these risks. • Provide advice regarding the management of WH&S incidents, including external notification to regulators, incident investigation and root cause analysis. • Deliver incident response in a timely manner. • Monitor and analyse safety data, identifying trends and feed recommendations into the relevant Safety Alerts and improvement activities. • Conduct site audits and facilitate risk mitigation planning. • Monitor and maintain RiskMan entries, ensuring appropriate severity ratings are assigned to reports and recipients are allocated to review, action and receive alerts. • Provide accurate and timely reporting of Safety statistics, and analysis to internal and external stakeholders supported by action recommendations. • Prepare and distribute data for end of month reports, and other reports to support managers with management of their portfolio. • Partner with Emergency Management Committee and Group and Area Safety Improvement Committees (ASIC's) ensuring effective engagement, consultation and communication occurs to empower regional safety initiatives. |
| FINANCIAL SUSTAINABILITY | <ul style="list-style-type: none"> • Support financial performance of the WH&S team through effective management of operating expenditure in line with budget. • Manage budget and capture an understanding of our costings to the business. • Identify and realise cost efficiencies. |

WHAT YOU NEED TO SUCCEED

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| CAPABILITIES | <ul style="list-style-type: none"> • Demonstrated ability to understand and apply current WH&S legislation (AS4801 preferred), standards and guidelines. |
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| | <ul style="list-style-type: none"> • Demonstrated experience in risk management, audit and investigations processes and the implementation of findings and actions to address root causes and mitigate ongoing risk. • Proven ability to implement WH&S initiatives including the capacity to plan, manage change, improve performance and project manage multi-faceted projects. • Proven ability to prioritise workload and multi-task to ensure work commitments are fulfilled in a timely manner with attention to detail. • Exceptional stakeholder engagement, influencing and relationship building skills at all levels within an organisation. • Well-developed written and verbal communication skills, to ensure clear and concise information is developed, communicated and presented. • Demonstrated detailed problem-solving skills to successfully identify core issues, develop solutions and implement these using a logical and systematic approach. • Demonstrated ability assist injured workers to return to work, incorporating the “Recover @ Work” principles. |
| SKILLS & QUALIFICATIONS | <ul style="list-style-type: none"> • Tertiary qualifications in WH&S or related discipline. Post Graduate qualification in WHS (desirable). • Return to Work Coordinator qualification in any state. • Accredited in Root Cause analysis tools i.e. Taproot/ICAM (desirable) • Demonstrated high level competence in the use and operation of Microsoft suite products and Safety Management systems to ensure work is completed in a professional, accurate and timely manner. • Drivers Licence and required worker screening (e.g., NDIS Check) |
| EXPERIENCE | <ul style="list-style-type: none"> • A minimum of 5 years’ practical experience in a WH&S role. • Experience in the “Human Services” stream of applying safety initiatives. • Experience in Rehabilitation & Return to Work. • Experience in developing and successfully implementing WH&S policies, procedures and frameworks. • Experience in leading and coaching a team. |

