

<b>POSITION TITLE:</b>	<b>Safety Business Partner</b>	<b>CLASSIFICATION:</b>	<b>Band 7</b>
<b>REPORTS TO:</b>	<b>Head of People Health Safety and Wellbeing</b>	<b>DIRECTORATE</b>	<b>Organisation Capability</b>
<b>DEPARTMENT:</b>	<b>People, Culture &amp; Safety</b>	<b>TEAM:</b>	<b>Health Safety &amp; Wellbeing</b>

#### OUR STRATEGIC CONTEXT



##### PURPOSE

Our organisation is accountable, sustainable, and delivering effective services to our community.

##### VISION

Our community is a safe, inclusive, and creative city that celebrates and embraces its vibrancy of cultures.

##### VALUES

Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

##### COUNCIL PLAN

A thriving and unique place; an inclusive and healthy community; and a people-centred and future ready city.

#### HOW YOUR ROLE CONTRIBUTES

The **Safety Business Partner** is a senior role vital to the Council's commitment to health, safety, and wellbeing. This position provides expert advice on Occupational Health and Safety (OHS) practices and works across the organisation to foster a positive safety culture, shape safety leadership, and ensure OHS systems and processes align with the Council's objectives, emerging risks, and compliance requirements. The role involves developing proactive safety strategies and driving continuous improvement in safety performance, with a strong emphasis on coaching and mentoring leaders to build their capability in managing safety and integrating best practices into everyday operations.

The position requires effective business partnering, continuous communication, and collaboration with internal stakeholders to advance safety initiatives and ensure the safe achievement of council's goals. The Health and Safety Business Partner will also lead the development and delivery of targeted safety awareness programs, health monitoring initiatives, and coaching sessions to build capability across teams. Combining strategic oversight with hands-on leadership, this senior OHS role ensures compliance with safety regulations and fosters a culture of continuous improvement in workplace safety.

RESPONSIBILITIES	KEY OUTCOMES
<b>Strategic Safety Leadership &amp; Business Partnering</b>	<ul style="list-style-type: none"> <li>➤ Develop and execute a comprehensive workplace safety strategy aligned with organisational goals to reduce incidents and enhance regulatory compliance.</li> <li>➤ Provide expert advice and support on the implementation of safety practices that align with the latest OHS regulations, ensuring that the Safety Management System Manual is regularly updated.</li> <li>➤ Work with senior leaders to establish clear safety metrics, track performance, and provide actionable insights to guide strategic decision-making.</li> <li>➤ Lead the design and delivery of health and safety training programs that equip leaders and employees with the knowledge and skills necessary to uphold safety standards.</li> <li>➤ Foster a safety-first culture across the organisation by communicating policies clearly to all employees and engaging them in safety initiatives.</li> </ul>
<b>Compliance &amp; Risk Management</b>	<ul style="list-style-type: none"> <li>➤ Oversee the identification, assessment, and mitigation of safety risks by conducting regular audits, safety inspections, and risk assessments across directorates and departments.</li> <li>➤ Ensure continuous compliance with the Occupational Health &amp; Safety Act and other relevant regulations, codes of practice, and standards, while also monitoring and reviewing the effectiveness of safety policies and procedures.</li> <li>➤ Lead investigations into workplace incidents, conduct root cause analysis, and ensure corrective actions are implemented to prevent recurrence.</li> <li>➤ Develop and monitor risk management frameworks to identify and address emerging safety risks, proactively managing hazards before they result in incidents.</li> </ul>

**Improvement & Safety Culture**

- Champion continuous improvement by promoting best safety practices, innovating solutions, and implementing initiatives to drive safety awareness and increase participation across the organisation.
- Lead and facilitate health and safety initiatives, such as employee health monitoring programs and wellness events, that actively engage employees and foster a culture of wellbeing.
- Coach and mentor leaders at all levels to build their capability in managing safety, ensuring they integrate safety practices into day-to-day operations and lead by example in promoting a strong safety culture.
- Partner with HR, operations, and other departments to embed safety into all aspects of business operations, from recruitment and training to performance management and staff engagement.
- Develop and maintain effective relationships with external stakeholders, such as WorkSafe, service providers, and consultants, to ensure alignment with industry standards and regulatory compliance, while providing senior leadership with regular updates on safety performance and emerging risks.

**KEY WORKING RELATIONSHIPS**

**Direct reports:** NA

**Internal:** PCS team, Manager and Directors, all Stonnington employees, and various committees

**External:** Industry Partners, Regulatory Bodies, Educational institution, professional networks, community organisation, other Councils

**REQUIRED EXPERIENCE, SKILLS, AND COMPETENCIES**
**Qualifications, skills, and experience**

- A degree or advanced diploma in Occupational Health and Safety, Risk Management, or a related field.
- Certification with a recognised professional body (e.g., Australian Institute of Health and Safety (AIHS), or equivalent) is highly desirable.
- Minimum 5–7 years of experience in an OHS or safety senior role, preferably in a large organisation, with proven success in driving safety improvements and compliance.
- Extensive experience in applying and interpreting OHS legislation and standards, and leading risk management strategies that align with organisational goals.
- Demonstrated success in business partnering and coaching senior leaders to enhance safety practices and embed a culture of continuous improvement.
- Experience in incident investigation and corrective action implementation, with a strong focus on root cause analysis and risk mitigation.
- Detailed knowledge of the Occupational Health & Safety Act 2004, OHS Regulations, Compliance Codes, and other relevant legislation.
- Well-developed skills in data analysis, interpretation, and reporting, particularly in the context of OHS performance metrics.
- Ability to conduct hazard identification, safety audits, and psychosocial risk assessments.
- Strong understanding of WorkCover insurance principles and incident cost management.
- Demonstrated ability to train, influence, and motivate stakeholders to commit to and uphold a strong safety culture.
- Local Government Knowledge: Experience in local government settings is advantageous.
- Licensing and Background Checks: Current Victorian driver's licence, ability to complete a satisfactory police check, and a current Working with Children Check (WWC).

**WHAT WE ARE ALL RESPONSIBLE FOR**

**Workplace Health, Safety and Wellbeing:**

We are committed to maintaining a healthy and safe work environment for all employees, contractors, volunteers, and visitors and recognise that this is an integral part of our business. This commitment extends to ensuring activities do not place any person at risk.

Diversity, Equity, and Inclusion:	We are committed to fostering a diverse and inclusive workplace that values everyone's contributions, lived experience, and expertise. A workplace where everyone is supported to thrive and be authentic.
Code of Conduct:	We are committed to the provision of the best possible services to the community in a fair, equitable and inclusive manner and requires all employees to adhere to the standards of conduct.
Service Promises:	We Empathise   We are Responsive   We are Transparent   We are Consistent   We Follow Through
Safeguarding Children and Young People:	We have a zero tolerance to child abuse. All Council officers, including employees, contractors, volunteers, and Councillors have a legal and moral obligation to keep children safe and promote their best interests.
Sustainability:	We're committed to a sustainable Stonnington, working together with our community to create a healthy future for us all.

Review date:	November 2024
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