



APPLICANT PACK

Safety Business Partner

Bundaberg Regional Council



**Leading
Roles**

People ▶ Performance ▶ Partners



CONTACT

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We respectfully acknowledge the Traditional Owners, the Taribelang Bunda, Gooreng Gooreng, Gurang, and Bailai Peoples as the custodians of the land and waters, on which we work, live and play. We pay respects to the broader First Nations community and to Elders, past, present and emerging and acknowledge their continuing culture and contribution to the life of the region.



The Role

The Safety Business Partner will work closely with all of Council and staff in providing advice and guidance around Safety related matters for their areas of responsibility.

You will engage with key stakeholders around projects, ongoing legislated health monitoring testing programs, safety inspections and audits, conducting training and toolbox talks, generating and analysing data and reports, post incident investigations and providing guidance and mentoring to staff and management on workplace health and safety.

A key focus of this position will be your ability to continue to develop behavioural safety practices within operational work groups that comply with safety legislation and Bundaberg Regional Council's (BRC) Work Health and Safety Strategic Plan to meet and exceed the organisations safety performance targets.

Overall, the Safety Business Partner will contribute to the success of the Bundaberg Regional Council and its community by creating a safe and secure environment, reducing the occurrence of accidents and injuries and promoting a culture of safety and well-being. This will enhance the council's reputation, improve employee morale and foster a sense of trust and confidence within the community.



Position Overview

Driving a positive safety culture both internally and within the wider community through projects and community interactions.

1. Ensuring compliance with safety regulations: A Safety Business Partner will ensure that the council and its community adhere to all relevant safety regulations and standards. This will help to create a safe working environment for council employees and residents, reducing the risk of accidents and injuries.
2. Implementing safety programs and initiatives: The Safety Business Partner will develop and implement safety programs and initiatives aimed at promoting a culture of safety within the council and the wider community. This will include training sessions, tool box talks, attending safety committee meetings, safety campaigns and regular safety inspections to identify and address potential hazards.
3. Risk assessment and management: The Safety Business Partner will conduct risk assessments to identify potential hazards and develop strategies to mitigate them in partnership with the wider safety team. This proactive approach will minimise the likelihood of accidents and injuries, protecting the council's assets and ensuring the safety of the community.
4. Incident investigation and analysis: In the event of an accident or incident, the Safety Business Partner will lead the investigation to determine the root cause and recommend corrective actions. By analysing incidents and implementing preventive measures, they can help prevent similar incidents from occurring in the future.
5. Collaboration and communication: The Safety Business Partner will work closely with various departments within the council, as well as external stakeholders, to ensure that safety measures are integrated into all aspects of the council's operations. They will also communicate safety policies, procedures and updates to employees and the community, promoting transparency and awareness.



Key Responsibilities

Health Monitoring

Due to the increased requirements of legislated health monitoring program requirements, health monitoring is a large portion of this role and a key focus. It will focus on testing of exposure rates and maintaining a safe working environment for our staff.

Operational Responsibility

This interesting role will have operational safety responsibility for Water Services, Civil Works and Major Projects. Due to the wide scope of the position, it will see a diverse range of day to day tasks and enable you to work across multiple work sites and projects.

Safety Guidance

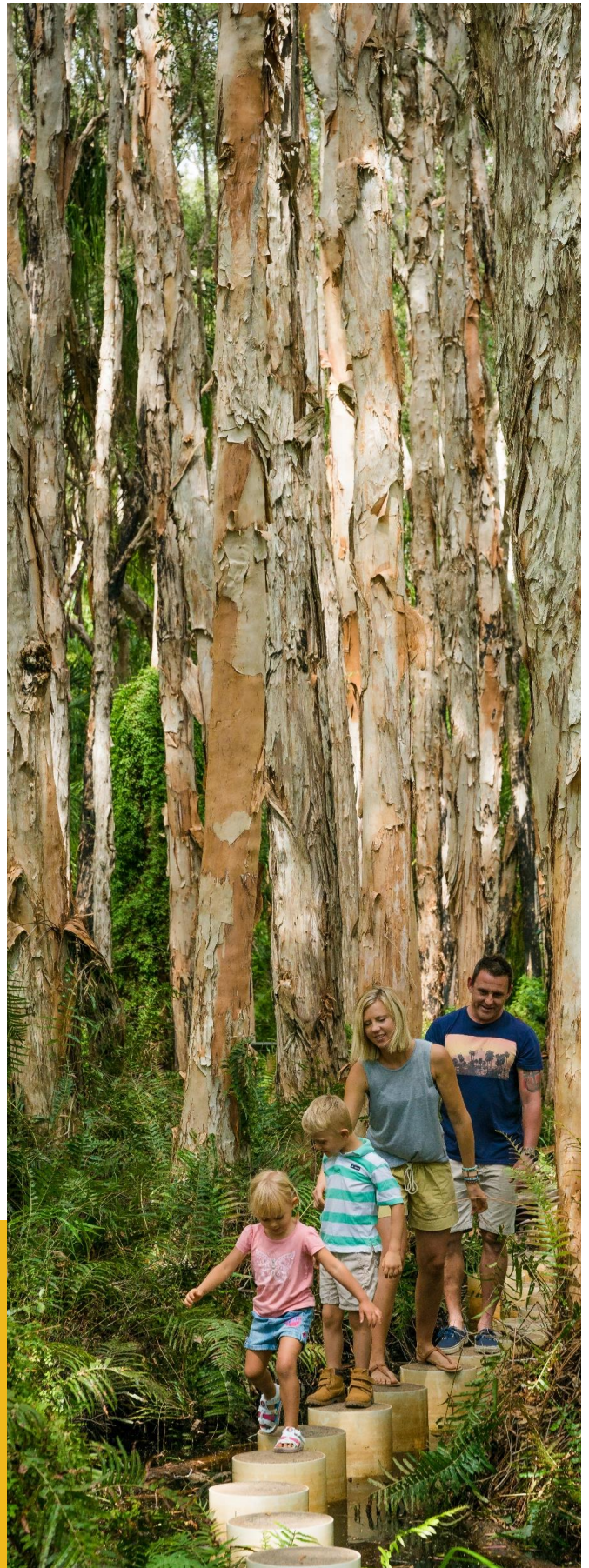
Acting as a mentor and guiding force for management and staff to encourage a culture of safety and golden rules. The Safety Business Partner is required to be adaptable and outcome focused in their provision of expert advice and guidance to council's staff and management. You will engage in stakeholder engagement, communication and the ability to provide pragmatic and balanced advice around Safety matters.

Investigations

You will utilise various areas of legislation, regulations, policies and procedures; and be able to interpret these appropriately when undertaking post incident investigations. You will be proficient in documenting and providing advice around preventative measures for further incidents.

Challenges and Opportunities

- Legislated Health Monitoring Programs
- Drive and embed a safety culture of doing things the safe way, or not doing them at all.
- Engaging with employees and stakeholders around safety requirements
- Legislative compliance and reporting requirements
- Post Incident Investigations and providing feedback and recommendations





Qualifications, Skills & Attributes

- Demonstrated experience working in similar role within a medium to large complex, diverse and highrisk workplace requiring the implementation of safety programs to drive safety performance and positive safety outcomes.
- Relevant qualifications in Work Health and Safety, high level working knowledge of safety best practice and legislative requirements and demonstrated ability to practically apply theoretical knowledge and legislative requirements into a complex work environment.
- Previous experience performing workplace investigations, audits and inspections and implementing required follow up actions and improvement activities.
- High level interpersonal skills including an ability to develop quality partnerships and positive working relationships with a diverse range of stakeholders at all levels of an organisation.
- High level communication skills, both written and verbal, including an ability to deliver training, conduct presentations and draft and present accurate reports for management review.
- Demonstrated capability in building effective and proactive safety cultures, coaching employees and leaders and delivering high customer and service satisfaction.
- Demonstrated experience in effectively undertaking challenging and courageous conversations, including negotiation and conflict resolution, to deliver successful safety outcomes.



Salary Package Information

Joining Bundaberg Regional Council introduces individuals to a welcoming and thriving environment, supported by an experienced and dedicated team. Bundaberg Regional Council is committed to "building Australia's best regional community." The Council acknowledges the significant contributions made by its employees, offering a rewards, benefits, and recognition program that includes:

- Generous base salary
- Up to 18% Super with employee contribution
- Flexible work options
- Rostered days off
- Corporate gym membership
- Salary packaging
- Uniform allowance
- Regular employee BBQs
- Employee Assistance Program
- Learning and Development programs
- Individual development planning
- Career development processes
- Study assistance



About the Region

Bundaberg Regional Council has an impressive 653 hectares of natural assets, 470 parks and playgrounds, 10.327 billion litres of water treatment per year, 3071 km of road and 288 km of footpaths.

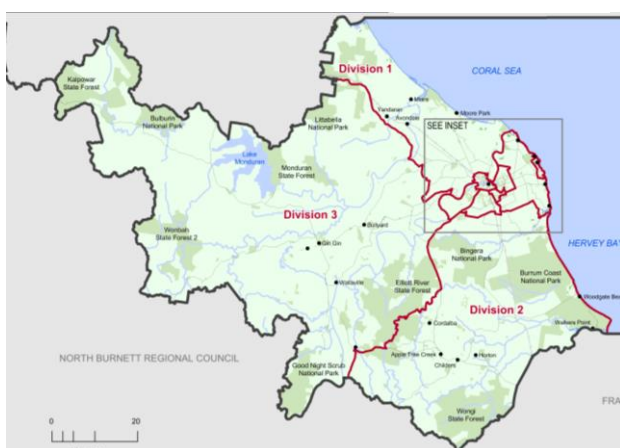
The Bundaberg Region, strategically located at the southern end of the Great Barrier Reef and extending from the Burrum River to Baffle Creek, spans 6,451 square kilometres and is inhabited by a population exceeding 102,000 residents. The population is projected to reach over 141,000 within twenty-five years. The region holds a high reputation due to the warmth of its residents, outstanding climate, affordable living, top-notch facilities, and relaxed way of life.

The coastal area of Bundaberg offers unparalleled opportunities for fishing, diving, beachcombing, and boating, set against the backdrop of a fertile sugar and horticultural region. Access to charming seaside villages extends from Buxton and Woodgate Beach in the south, encompassing Coonarr, Elliott Heads, Coral Cove, Innes Park, Bargara, Burnett Heads, and Moore Park Beach.

Representing the ten divisions forming the Bundaberg Region, the Mayor and ten councillors are the elected officials entrusted with its governance.

Council values:

“To be a council that is customer focused, respectful and prides itself on teamwork, leadership, sustainability and innovation. We communicate in an open and respectful manner.”

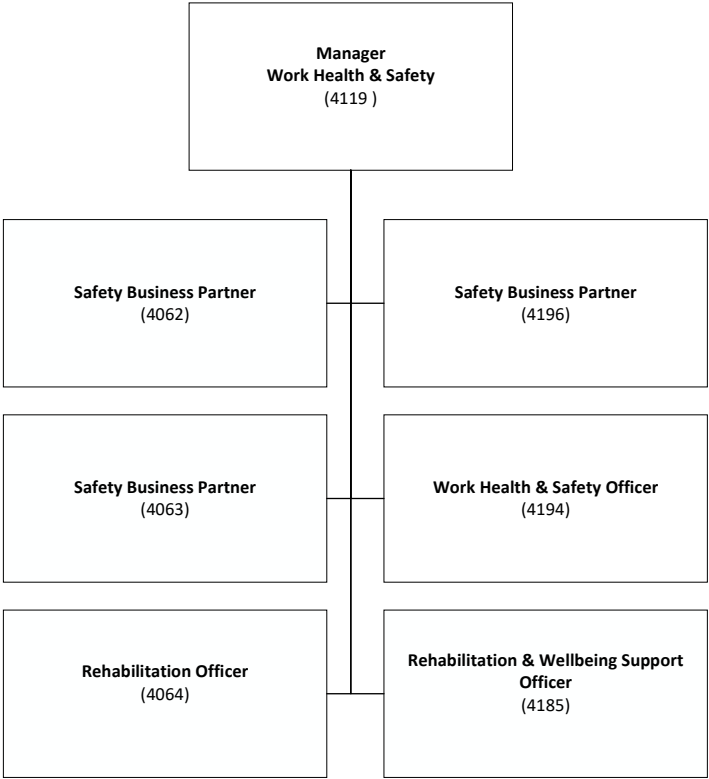


Links to Council Information



Work Health & Safety Organisational Structure

Department/Section:
7530 Work Health & Safety



November 2023



Living in the Region



Housing

Housing in the Bundaberg Regional Council area is diverse, offering a range of options to accommodate the needs and preferences of its residents. Property prices can vary significantly depending on factors such as location, property type, size, and proximity to amenities. Beachfront and waterfront properties, as well as those in highly sought-after suburbs, tend to command higher prices. The cost of housing in Bundaberg is generally more affordable compared to major metropolitan areas in Australia, such as Sydney or Melbourne.



Educational Facilities

Bundaberg has several primary and secondary schools, both public and private, offering education from kindergarten to Year 12. Some of the well-known schools in the region include Bundaberg State High School, St. Luke's Anglican School, and Kepnock State High School. The region is home to a few tertiary education providers that offer a variety of courses and programs. One of the notable institutions is CQUniversity Bundaberg, which offers a range of undergraduate and postgraduate degrees across various disciplines. TAFE Queensland also operates in the Bundaberg region, providing vocational training and education across a wide range of industries.



Healthcare

The Bundaberg Regional Council area offers major institutions like Bundaberg Hospital and private options such as Friendlies Society Private Hospital and Mater Private Hospital. Additional services comprise public health clinics, GP practices, allied health facilities, aged care homes, mental health resources, and community health centres.



Living in the Region



Shopping & Dining

The Bundaberg Regional Council area offers a vibrant shopping and dining scene that caters to diverse tastes and preferences. Shopping enthusiasts can explore a mix of retail options, from bustling markets showcasing local produce and crafts to modern shopping centres featuring a range of national and international brands. Residents and visitors alike can indulge in a diverse culinary journey, with an array of dining establishments spanning from charming cafes serving locally sourced delights to fine-dining restaurants offering gourmet cuisine. Whether you're seeking a leisurely shopping experience or a culinary adventure, the Bundaberg region provides a rich tapestry of shopping and dining opportunities to savour and explore.



Sports & Recreation

The Bundaberg Regional Council area offers an active and engaging sports and recreation scene, catering to individuals of all ages and interests. Sports enthusiasts can take advantage of numerous facilities, including well-maintained parks, sports fields, and fitness centres, where they can partake in a wide range of activities such as soccer, cricket, rugby, and more. Water lovers can enjoy the nearby coastal areas for swimming, surfing, and other aquatic pursuits. For those seeking a more leisurely experience, the region boasts serene parks and walking trails, perfect for nature enthusiasts and families.



Getting Around

Bundaberg is located approximately 4.5 hours north of Brisbane and 1.5 hours north of Hervey Bay via road. The Bundaberg Airport provides regular domestic flights, connecting the area to major cities. Bundaberg also has a local bus service that serves various routes within the city and surrounding suburbs. Bundaberg is connected to Queensland Rail's North Coast Line, which offers train services between Brisbane and Cairns.



Bundaberg Region...
the perfect place to live!



Recruitment Process and Timeframes



How To Apply?

Please submit your application via the Leading Roles website. Please upload:

- Your CV
- A covering letter addressing the criteria below



Selection Criteria

- Demonstrated experience working in similar role within a medium to large complex, diverse and highrisk workplace requiring the implementation of safety programs to drive safety performance and positive safety outcomes.
- Relevant qualifications in Work Health and Safety, high level working knowledge of safety best practice and legislative requirements and demonstrated ability to practically apply theoretical knowledge and legislative requirements into a complex work environment.
- Previous experience performing workplace investigations, audits and inspections and implementing required follow up actions and improvement activities.
- High level interpersonal skills including an ability to develop quality partnerships and positive working relationships with a diverse range of stakeholders at all levels of an organisation.
- High level communication skills, both written and verbal, including an ability to deliver training, conduct presentations and draft and present accurate reports for management review.
- Demonstrated capability in building effective and proactive safety cultures, coaching employees and leaders and delivering high customer and service satisfaction.
- Demonstrated experience in effectively undertaking challenging and courageous conversations, including negotiation and conflict resolution, to deliver successful safety outcomes.



Applications Open

- Week Commencing
Monday 13 November 2023



Applications Close

- 5pm Wednesday 29 November 2023



Initial Assessment

- Week Commencing 4 December 2023



Council Interviews

- TBD

*Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.



Application for Assessment, Shortlisting and Interviews

Leading Roles and the council will determine a shortlist of suitable applicants and will arrange interviews with the council's interview panel, depending on applicant and council staff availability.

The council may require their preferred applicants to undergo a psychometric assessment to assist in understanding the candidate's fit for the role and organisation, working preferences and attributes. Following the selection of a preferred applicant the council may require further checks including reference checks, criminal history checks and medical assessments.

You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at the offer stage.

Privacy Information

Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. It will not be given to any other person or agency unless you have given us permission, or we are required by law.



Nicole Coulston

Talent Consultant



Nicole brings extensive experience in recruitment, human resources and executive support to our team.

Since joining in October 2022, she has excelled in candidate engagement, screening, and assessment, contributing to CEO and Director-level recruitment projects, administrative support and strategic HR initiatives.

Nicole's dedication to sourcing top-tier talent and optimising operations reflects our commitment to excellence in talent management, recruitment, and HR support

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APPLY NOW AT WWW.LEADINGROLES.COM.AU





ATTACHMENT

Position Description

POSITION DESCRIPTION

Bundaberg Regional Council has a vision 'To Build Australia's best Regional Community'. This position description outlines the values that underpin this vision and an overview of the general duties and responsibilities required in this role.

Overview

| | | | |
|----------------------|--|-------------------------|--|
| Position Title: | Safety Business Partner | Industrial Instrument: | Bundaberg Regional Council Certified Agreement plus Queensland Local Government Industry Stream A Award |
| Position Number: | 4062 | Classification Level: | 5 |
| Employment Location: | Bundaberg Service Centre | Position Status: | Full-time |
| Department: | People and Performance | Document Last Reviewed: | 16/06/2023 |
| Branch: | Work Health and Safety | Job Dictionary: | MD-5-107 |
| Accountable To: | Manager Work Health and Safety | | |
| Aim of Position: | The aim of this position is to support Council's direction through partnering with key stakeholders and providing information, support, and expert advice to promote safe conditions and actions that comply with the applicable legislative standards and safety best practice. | | |

Council Values

Bundaberg Regional Council's culture is driven by the following values:



Key Responsibilities

The Safety Business Partner ensures effective business partnership through strong customer engagement, developing leader capability, developing workforce capability, being responsive to operational needs, and ensuring compliance with legislation, regulations, code of practice, industry best practice and government policy.

The focus of this position is to provide contemporary work health and safety business partnership to the organisation, ensuring statutory compliance while being flexible and responsive to Council's needs.

This position will:

1. Deliver assigned aspects of the WHS operational plans to ensure achievement of KPIs and safety audit outcomes.
2. Partner with management and staff to promote and support safe people, safe spaces and a safe workplace.

3. Coach leaders in safety leadership to support positive safety outcomes in their area of responsibility.
4. Provide advice and coaching to all employees on work health and safety practices and processes.
5. Implement sustainable programs aligned to the Council's safety strategy to build and maintain leaders skills and the confidence to promote a positive safety culture and meet the goals and objectives of the safety strategy.
6. Conduct workplace assessments, inspections and investigations using best practice industry tools and methods, and within appropriate timeframes to ensure positive safety outcomes and service satisfaction.
7. Conduct safety rounds, attend and present at Toolbox talks, deliver training, and attend, draft reports and present at Department Safety Committee meetings as required.
8. Implement, maintain and review health and safety guidelines, registers, plans and tools.
9. Provide advice to Council leaders on meeting their health and safety legislative obligations.
10. Provide advice on safety management and work health and safety obligations of contractors.
11. Provide support and advice to Health and Safety Representatives to assist them to successfully carry out the functions of their roles including providing advice and information on WHS Committee functions and outcomes.
12. Contribute to the development, implementation and maintenance of whole of business health and safety management system.
13. Work in partnership with teams to identify safety improvements and promote new ways of working with a focus on best practice and appropriate local-level interventions to maximise opportunities, support change and manage risk.
14. Provide tactical and innovative input, add critical insight and make recommendations around emerging trends and opportunities impacting employee and contractor safety.
15. Actively promote cultural change and support new ways of working and continuous improvement within Safety to provide a high quality, professional, consistent, and cohesive safety service. This includes working collaboratively to understanding the needs of stakeholders and delivering developments and innovations to enhance service delivery.
16. Manage the delivery of safety advice and support to the customer group to enable the achievement of their business and service delivery objectives.
17. Provide input and support to the Manager to assist with the professional development of Safety Support Officers and Trainees.
18. Perform administrative functions relevant to the role including drafting correspondence, preparing reports, and maintaining and managing quality records and file notes in accordance with Council investigation and document management procedures.
19. Other reasonable duties and tasks relevant to the role as directed by the Manager Work Health and Safety.

Position Requirements - Qualifications and Experience:

Mandatory:

1. Demonstrated experience working in similar role within a medium to large complex, diverse and high-risk workplace requiring the implementation of safety programs to drive safety performance and positive safety outcomes.
 2. Relevant qualifications in Work Health and Safety, high level working knowledge of safety best practice and legislative requirements, and demonstrated ability to practically apply theoretical knowledge and legislative requirements into a complex work environment.
-

3. Previous experience performing workplace investigations, audits and inspections, and implementing required follow up actions and improvement activities.
4. High level interpersonal skills including an ability to develop quality partnerships and positive working relationships with a diverse range of stakeholders at all levels of an organisation.
5. High level communication skills, both written and verbal, including an ability to deliver training, conduct presentations, and draft and present accurate reports for management review.
6. Demonstrated capability in building effective and proactive safety cultures, coaching employees and leaders, and delivering high customer and service satisfaction.
7. Ability to work independently with minimal direction at times, work in remote and isolated locations and also work collaboratively in a team environment as required.
8. Demonstrated experience in effectively undertaking challenging and courageous conversations, including negotiation and conflict resolution, to deliver successful safety outcomes.
9. Possession of a current Class "C" class drivers' licence.

Desired:

1. Rehabilitation and return to work coordinator accreditation and previous experience in rehabilitation and return to work case management.
2. Certificate IV Training and Assessment (TAE40116) or other qualifications in training, assessment and/or Adult Education.

Organisational Capabilities – Individual Employees (Leading Self):

The capabilities for all roles are obtained from the Capability Framework which describes key behaviours required at all levels and roles across Council. There are four mandatory capabilities that are required in all roles – building relationships, customer focus, safety and professionalism and job requirements.

| Capability | Descriptors |
|---|---|
| Building relationships (mandatory) | Engage people to build positive relationships: <ol style="list-style-type: none"> 1. Puts themselves in other people's shoes to accept and value different thinking 2. Uses sound communication skills of active listening, paraphrasing to check for understanding, and appropriate language depending on the audience 3. Quickly assesses the emotions of colleagues around them and then adapts words, tone and gestures accordingly |
| Customer focus (mandatory) | Focuses on customers: <ol style="list-style-type: none"> 1. Actively works to understand customers and stakeholders 2. Engages customers in a friendly and appropriate manner 3. Shows respect for customers and stakeholders |
| Safety and professionalism (mandatory) | Models safe, professional and ethical behaviour: <ol style="list-style-type: none"> 1. Identifies safety issues and problems, takes and monitors corrective action 2. Is consistent in word and actions 3. Is viewed as trustworthy, honourable and truthful, and respectful of the view of others 4. Able to understand, monitor and channel their own emotions in a positive way whilst staying true to self |
| Job requirements (mandatory) | Applies knowledge and skill: <ol style="list-style-type: none"> 1. Able to evidence knowledge appropriate for their role 2. Demonstrates strong skills in their functional area 3. Committed to maintaining a high standard of practice in their role |
| Cross-organisational thinking | Understands how their work makes a difference to Council: <ol style="list-style-type: none"> 1. Can describe the vision and purpose for their direct area 2. Able to describe how their work contributes to organisational objectives |

| | |
|---|--|
| | 3. Considers wider organisational objectives when making decisions and performing their work |
| Leading people | Supporting others: 1. Provides considered and supportive feedback to other team members and colleagues |
| Developing people with a one team focus | Supports others' capability development: 1. Readily shares their knowledge and experience 2. Acts as a coach, mentor, role model and sounding board for others |
| Driving people's performance | Focuses on performance: 1. Seeks to understand tasks, asks questions and knows what is expected of them 2. Approaches challenging work situations with positive energy 3. Sets priorities and organises self to meet work deadlines 4. Reports progress and any potential delays of issues which may impact on others |
| Managing stakeholders | Manages internal and external relationships: 1. Written and verbal communication is clear and concise 2. Listens to other actively and attentively 3. Demonstrates a friendly and engaging interpersonal style 4. Builds networks with peers 5. Works collaboratively with others |
| Decision making | Makes sound decisions: 1. Demonstrates ability to research, understand and analyze information relevant to work tasks 2. Shows judgement in decision making |
| Making improvements | Open to making improvements: 1. Shows a willingness to try new ways of working 2. Generates and shares new ideas and suggestions for improvement |
| Progressing change | Responds flexibly to changes: 1. Works to embrace and assist change 2. Helps to engage others in the change process 3. Shows resilience in times of uncertainty |

Organisational Accountabilities:

The organisational accountabilities are the expected standards of performance all roles and levels in Council

| Accountability | Action |
|---------------------------------------|---|
| 1. Workplace Health and Safety | <ul style="list-style-type: none"> Actively participate and promote a health and safety culture that believes all incidents are avoidable and strives to create an environment free from injury or illness, and operate in accordance with Council's Health and Safety Duty Statement and associated safety policies/procedures. |
| 2. Culture | <ul style="list-style-type: none"> Drive a positive and proactive customer service culture and demonstrate an active commitment to the culture, vision and values of Council. Comply with Council's Code of Conduct and all Council policies and procedures at all times. |

| | |
|---|--|
| 3. Information Services and Technology | <ul style="list-style-type: none"> Protect and manage Councils information assets in accordance with legislative, Policy and process requirements. Use Council's technology appropriately and with respect. |
| 4. Disaster Management | <ul style="list-style-type: none"> Assist, support and participate in Council's response to a disaster event, including any exercises and/or any event where the Business Continuity Plan is activated. |
| 5. Customer Service | <ul style="list-style-type: none"> Demonstrate a comprehensive understanding of the customers of Council, creating a culture of customer service excellence. |
| 6. Financial Accountability and Governance | <ul style="list-style-type: none"> Models compliance with Council's procurement Policy. Delegations may be applicable to this position and are detailed in the Delegations Corporate Register. Legislative Sub-Delegations and authorisations may also be applicable. |
| 7. Corporate record keeping | <ul style="list-style-type: none"> Ensure that full and accurate records are made for all business transactions conducted on behalf of Council and that all records of appropriately retained in accordance with Council's recordkeeping requirements. |

Immunisation Requirements

It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment:

| Vaccination Name | Requirement |
|------------------------------------|---|
| Tetanus | <ul style="list-style-type: none"> Staff in job roles which have regular contact with manured soil, work outdoors or work with wood. |
| Twinrix (Hepatitis A and B) | <ul style="list-style-type: none"> For employees who are at risk of a needle-stick injury, have regular contact with human tissue, blood or body fluids. |

While not mandatory, it is encouraged that staff working with Council are fully vaccinated against COVID-19.