



Position Profile

Position Title:	WHS Business Partner
Classification:	EL1
Division / Section / Unit / Team:	People & Capability
Location:	Adelaide
Position Title of Supervisor:	Group WHS Manager
Position(s) Supervised:	N/a

Organisational Environment

The Indigenous Land and Sea Corporation (ILSC) is a corporate Commonwealth entity established under the ATSI Act and subject to the PGPA Act. The ILSC assists Aboriginal and Torres Strait Islander people to realise economic, social, cultural and environmental benefits that the ownership and management of land, water and water related rights can bring. The ILSC provides this assistance through the acquisition and management of rights and interests in land, salt water and fresh water country.

Section/Unit Environment

The People and Capability (P&C) team manage the Human Resources (HR) and the Work Health and Safety (WHS) functions across the ILSC Group (includes the ILSC core and subsidiaries¹) to ensure the ILSC Group effectively performs its functions and exercises its powers under the *Aboriginal and Torres Strait Islander Act 2005 (Cth)*.

Purpose of the Position

Assist the Group WHS Manager, with:

- The development, implementation, assessment and review of the WHS Management System, with a focus on Contractor Management and Incident Management;
- Engaging and maintaining positive working relationships with a diverse range of stakeholders;
- Evaluating and continuously improving the WHS Management System to ensure compliance with WHS legislation through auditing, consultation and communication feedback mechanisms;
- Contributing towards the development of a WHS culture through emphasising the development and importance of maintaining safe work practices; and
- Providing operational and advisory WHS support to managers, supervisors and workers

¹ The ILSC Group consists of the ILSC and its wholly owned subsidiaries being the Australian Indigenous Agribusiness Company Ltd Pty (AIA), National Centre of Indigenous Excellence Ltd (NCIE) and Voyages Indigenous Tourism Australia Pty Ltd (Voyages).

Key Responsibilities/ Accountabilities and Outcomes

This position will assist the Group WHS Manager to:

- Provide support to managers, supervisors and workers to ensure they are meeting their obligations regarding the implementation of the WHS Management System and duty of care requirements.
- Actively participate and contribute to team based projects to ensure the timely provision of WHS services to stakeholders in line with the ILSC Group's organisational goals and objectives.
- Provide WHS advisory service to managers, supervisors and workers in relation to WHS Management System and procedures.
- Provide input to the review of the WHS Management System, procedures and training programs.
- Provide operational support to maintain the WHS Management System and procedures through the development of targeted training and provision of information to managers, supervisors and workers.
- Participate in the planning process and contribute towards the achievement of Key Performance Indicators set in the WHS Plan in conjunction with stakeholders.
- Coordinate the WHS audit function in accordance with the audit schedule, ensuring that non-compliances are accurately recorded, tracked and closed out within a timely manner.
- Collect, analyze and record WHS data required for reporting activities for the Group WHS Manager.
- Participate in the development of risk management programs to facilitate cultural change for employees at all levels to ensure that managers, supervisors and workers are empowered and accountable to address WHS issues.
- Contribute to the development and maintenance of an atmosphere of trust and mutual support with all managers, supervisors and workers.
- Guide property owners with the implementation of risk based procedures to ensure that they meet business needs and training/certification requirements.
- Ensure proactive communication and consultation with stakeholders and management in relation to operational risk challenges and initiatives.
- Investigate and respond to stakeholder WHS issues associated with the operational risk process and escalate to the Group WHS Manager where necessary.
- Provide support to the WHS Committee meetings, consultation networks and other forums as required (i.e. WHS Committee meetings).
- Conduct incident investigations with property managers and reporting as required including taking witness statements, root cause analysis and report writing.
- Provide injury management services (early intervention, case management, rehabilitation, return to work of injured ILSC workers) and working with Managers to ensure all documentation is followed up and completed in a confidential, timely manner.
- Ensure communication mediums are maintained (WHS pages of the extranet). Assist managers and supervisors in the delivery of induction programs for workers and contractors and regular refresher training.

- Any other identified duties.

Work, Health, Safety and Environmental Matters

- Demonstrate commitment and active participation in achieving quality management goals in relation to continuous improvement and complying with the ILSC's policies and procedures.
- Demonstrate commitment and active participation in activities that contribute towards a healthy and safe work environment, with a focus on continuous improvement and building a positive reporting culture.
- In accordance with environmental policies and procedures, participate in sound environmental management practices and demonstrate individual commitment to the ongoing improvement of the organisations environmental performance.

Risk Management

- Assist in the identification of hazards and the application of suitable risk control measures to minimise arising risks. Actively participate and follow all risk management requirements including those documented in ILSC's procedures and any directions provided by line management to minimise risk to employees, the organisation or its stakeholders.

Technology

- Demonstrate competency in contemporary corporate information management, information technologies and systems.

Selection Criteria

The occupant will possess the following skills/knowledge:

- Experience in the development, implementation and continuous improvement of WHS Management Systems and establishing a positive safety culture.
- Extensive knowledge and experience interpreting and applying Commonwealth WHS legislation and Workers Compensation legislation.
- The position requires a positive, dynamic and influential person to work autonomously with limited direction, is technically competent, highly organised with an outcomes focused approach.
- Demonstrated ability to implement WHS Plans in a dynamic, high risk operating environment to achieve operational outcomes.
- Ability to provide accurate, considered and timely injury management services in accordance with the relevant legislation and statutory frameworks.
- Demonstrated ability to work in a team environment with minimal direction, display initiative and solve problems, both individually and as a member of a team.
- Highly developed communication skills to effectively facilitate and negotiate outcomes with a wide range of stakeholders and the ability to guide, influence and persuade others in a constructive manner.
- Proven ability to foresee emerging risks, gather and analyse information to determine causes and recommend workable solutions.
- Proven ability to organise and prioritise projects and work programs with a demonstrated ability to manage conflicting priorities, meet deadlines and Key Performance Indicators.

- Well-developed research, analysis and report writing skills to effectively inform, advise and make recommendations for WHS related matters.
- Ability to communicate effectively with Aboriginal people and Torres Strait Islanders and a knowledge and understanding of their cultures.
- Proven ability to create and maintain an expectation of trust and confidentiality and the ability to display sound judgement in regard to highly sensitive and/or volatile issues.
- Demonstrated ability to educate and influence key stakeholders in the principles of WHS with a commitment to ongoing learning and development.

It is desirable that the occupant will possess the following skill/knowledge:

- Understanding of corporate government structures and processes.
- Skills in organisational culture and change management processes.

Qualifications/Experience

Tertiary qualification in WHS (or its equivalent) and/or related field is essential.

Demonstrated WHS practitioner experience of five years minimum at operational level is required.

Lead Auditor qualifications in WHS Management Systems is highly desirable.

Member of the Safety Institute of Australia (SIA) is highly desirable.

Special Conditions

The preferred applicant will be engaged under the provision of the ILC Enterprise Agreement. A criminal history check and medical assessment will be required to be undertaken. However, the results may not necessarily preclude an appointment.

Appointment to this position of a person not currently an officer of the Indigenous Land and Sea Corporation will be subject to a probationary period of not less than six months.

Officers may be required to undertake extended hours of work under the provisions of TOIL scheme.

Possession of a valid driver's licence is essential. Any disqualification of your driver's license may result in termination of employment.

There may be a requirement for regular intrastate and interstate travel, including the possibility of short stays in remote locations, requiring overnight absences. Travel to remote locations may require the need to drive a 4WD vehicle (training provided) and/or fly in light planes.

Expectations and Behaviours

All employees are expected to conduct themselves in a professional manner at all times. Below are some brief guidelines on the values of the ILSC. Accepting a position with the ILSC indicates that you accept these guidelines and will uphold and promote them.

A full description of the ILSC Values and Code of Conduct is available in the current ILSC Enterprise Agreement available on the ILSC website at www.ilsc.gov.au.

EEO/Diversity – All ILSC employees must recognise and adhere to the principles of Equal Opportunity. This means being non-discriminatory in all they say and do and recognising and accepting the value of diversity within the ILSC and broader community.

Probity – All ILSC employees must undertake all their duties in an open and honest manner. Employees must never use their position for personal gain either directly or indirectly. ILSC employees are obligated to recognise and report any instances where a conflict of interest may arise either for themselves or other ILSC employees.

Work Health and Safety (WHS) – All ILSC employees have an obligation to work safely at all times and not endanger their own well-being or the well-being of others. This includes employees at ILSC as well as members of the public. Furthermore all employees are obligated to report any hazardous circumstances or potentially hazardous circumstances as soon as they become aware of them.

Customer Service – All ILSC employees are required to make a commitment to providing the highest level of Customer Service to all those people and organisations that they deal with while undertaking their duties.

Continuous Improvement – All employees at ILSC are required to undertake their duties in an environment whereby the commitment to continuous improvement is a core value and accompanies all activities.