

Job and Person Specification

Role Title	WHS & Wellbeing Business Partner	Classification	ASO5
Reports to	Manager Partnerships & Programs	Direct Reports	N/A
Directorate	People & Partnerships	Team	Partnerships

About the LSA

The Lifetime Support Authority (LSA) delivers the Lifetime Support Scheme (LSS) which was established under the *Motor Vehicle Accidents (Lifetime Support Scheme) Act 2013* (SA).

Through the LSS, the LSA funds necessary and reasonable treatment, care and support for people who sustain serious injuries in a motor vehicle accident on South Australian roads, regardless of fault. The services are focused on being person-centred, financially sustainable, innovative and efficient.

Our Vision	Making a difference in the lives of participants, who are at the centre of what we do.
Our Purpose	We plan and fund person-centred treatment, care and support services to make a positive difference to participants' recovery and independence.

The LSA actively promotes flexible working arrangements and values diversity in the workplace.

Role Purpose

The WHS & Wellbeing Business Partner provides proactive, practical and evidence-based WHS and wellbeing advice and support across the LSA. The role identifies current and emerging workplace risks, recommends and supports effective controls, and works in partnership with leaders and workers to strengthen WHS practices, wellbeing and a positive safety culture.

The role supports the implementation and continuous improvement of the LSA's WHS, injury management and wellbeing systems, ensuring legislative compliance and effective management of physical and psychological health and safety risks.

Working collaboratively with leaders, workers and other stakeholders, the WHS & Wellbeing Business Partner uses incident data, risk assessments, workplace insights and emerging trends to identify areas of concern and provide practical solutions. The role supports incident management, risk mitigation, early intervention, wellbeing programs and supports the development and implementation of WHS policies, frameworks, training and initiatives.

Key Deliverables

- Promote and contribute to responsible and safe work practices, supporting compliance with WHS legislation, policies and procedures and identifying and addressing areas of non-compliance.

- Proactively identify current and emerging WHS risks, including physical and psychological health risks, and work with leaders and workers to assess, mitigate and monitor those risks and the effectiveness of controls.
- Analyse incidents, hazards, injuries, near misses and WHS performance data to identify trends, emerging risks and systemic issues, and recommend preventative and corrective actions.
- Provide practical and evidence-based WHS and wellbeing advice to leaders, workers and stakeholders on risk management, legislative requirements, safe work practices and appropriate preventative actions.
- Assist in the development, review and maintenance of WHS policies, procedures, guidelines, forms, reports, tools and other documentation, ensuring they remain contemporary, fit for purpose and support legislative compliance and effective WHS practice.
- Conduct and coordinate WHS risk assessments, workplace inspections, audits and compliance reviews, ensuring identified actions are recorded, assigned, monitored and followed through to completion.
- Support the management and oversight of WHS risks associated with LSA service providers, identifying areas of concern and supporting appropriate risk mitigation, monitoring and continuous improvement.
- Contribute to the continuous improvement of WHS, injury management and wellbeing systems and practices, including identifying opportunities for business improvement and implementing actions arising from incidents, audits, reviews and emerging risks.
- Support early intervention, injury management and worker wellbeing, including ergonomics, psychological health and wellbeing initiatives, workers compensation, return-to-work processes and individual emergency evacuation requirements.
- Develop and deliver WHS and wellbeing education and initiatives, including inductions, training, presentations, toolbox talks and resources that build WHS capability and support a positive and proactive safety culture.
- Build effective relationships and promote shared accountability for WHS, working collaboratively with leaders, workers, the WHS Working Group and other internal and external stakeholders to resolve issues and drive agreed actions through to completion.
- Coordinate workplace incidents, hazards and associated actions, including incident response, investigation, corrective actions and closure, and escalate significant or high-risk matters as appropriate.

Key Relationships

- LSA employees, leaders and Board members.
- Other SA Public Sector Agencies.
- External stakeholders as required.

Special Conditions

- Appointment is subject to a satisfactory Nationally Coordinated Criminal History Check (NCCHC) that is no more than six months old.
- Some out of hours work may be required.

- The incumbent must work in accordance with the Code of Ethics for the South Australian Public Sector, the LSA Participant Service Standards, and all relevant policies, procedures and legislative requirements.
- The incumbent may be assigned to other positions at the same remuneration level across the LSA.

Key Selection Criteria

Essential Minimum Requirements

Education / Vocational Qualifications

- Tertiary qualification in WHS, business or related field, or equivalent experience.

Skills, Knowledge & Experience

- Demonstrated knowledge in the fields of workplace health, safety and wellbeing and/or injury management
- Experience undertaking research and providing accurate and timely information and general advice, to support the development, implementation and improvement of WHS related initiatives.
- Understanding of Workplace Health & Safety Act, and relevant aspects of other Acts, Awards, Enterprise Agreements, and employment law.
- Experience using and administering WHS, IM or related systems, and managing and using data base systems, eg SIMS, Safety Learning System, Microsoft office.
- Experience coordinating and undertaking a range of administrative functions, including collating and reporting on data, scheduling meetings, supporting committees and preparing correspondence.
- Broad understanding of, or the ability to quickly learn about, public administration, Government, Legislative and/or Parliamentary processes.
- Demonstrated experience in process improvement, quality and compliance.
- Proven ability to communicate effectively, both verbally and in writing, provide excellent customer service, and foster the cooperation and support of others.
- Organisational and time management skills including the ability to cope with high volumes of work, changing priorities and meeting critical deadlines while handling a number of issues.