

Position Description



Position Title:	Health, Safety & Wellbeing (HSW) Business Partner		
Position Number:		Classification:	Band 6
Division:	Health, Safety & Wellbeing	Department	People and Culture
Reports to:	Head of Health, Safety & Wellbeing	Date:	30/06/2026
Supervises	NIL		

Our vision

Our vision is 'valuing the wellbeing of our people and our place, now and into the future', and our values guide how we should treat each other and members of the public

Our organisational values

- Respectful
- Community driven and focused
- Trusted and reliable
- Efficient and responsible
- Bold and Innovative
- Accountable and transparent
- Recognised.

Position Overview

The Health, Safety & Wellbeing (HSW) Business Partner is responsible for partnering with leaders and employees across Council to embed a proactive, practical and prevention-focused health, safety and wellbeing culture.

Reporting to the Head of Health, Safety & Wellbeing, the role provides specialist advice, coaching and support across OHS risk management, incident response, injury management, return to work, wellbeing and continuous improvement. The role is highly visible across Council workplaces and works closely with operational and corporate teams to improve safety outcomes and support legislative compliance.

What you will be working on

Business Partnering and Stakeholder Engagement

You will work as a hands-on partner across Council, supporting leaders to understand their obligations, improve risk controls and strengthen safety leadership in day-to-day operations.

- Act as a trusted partner to leaders and employees, integrating health, safety and wellbeing initiatives into business operations.
- Provide practical specialist advice and support to identify, assess and control risks while fostering a positive safety culture.
- Collaborate with key stakeholders to implement and improve safety, wellbeing, and injury management practices that align with organisational goals.
- Develop and maintain relationships with external partners, including insurers, regulatory bodies, and wellbeing service providers.
- Use incident, hazard, audit and wellbeing data to identify trends, inform decision-making and support continuous improvement.

Injury Management and Return-to-Work Coordination

- Act as a Return-to-Work Coordinator, working closely with employees, leaders, treating practitioners, the WorkCover Agent and other stakeholders to support safe, timely and sustainable return-to-work outcomes.
- Implement proactive injury prevention strategies and early intervention initiatives.
- Guide managers and employees through the WorkCover process, ensuring compliance and best-practice case management.
- Maintain a comprehensive register of injuries and suitable duties while ensuring confidentiality.

Workplace Health and Safety (WHS) Compliance and Risk Management

- Partner with leaders to identify, assess and control workplace hazards, ensuring compliance with OHS legislation, Council policies and the OHS Management System.
- Conduct risk assessments, safety audits, and workplace inspections, recommending preventative measures.
- Support the implementation, review and continuous improvement of Council's OHS Management System, procedures, risk registers and assurance activities.
- Deliver training and coaching to leaders and employees on safety, wellbeing, and injury management responsibilities.
- Lead and support incident investigations, corrective actions and escalation processes, including identifying notifiable incidents where required.

Health and Wellbeing

- Develop and implement workplace wellbeing programs aligned with business needs and organisational strategy.
- Partner with managers to promote a mentally healthy workplace through initiatives such as

stress management, resilience training, and fitness programs.

- Monitor wellbeing data and provide insights to support leadership decision-making.
- Facilitate access to employee assistance programs and wellbeing support services.

Compliance and Reporting

- Provide regular reports to leadership on health, safety, wellbeing, and injury management performance.
- Ensure compliance with all relevant workplace safety and injury management legislation.
- Support leaders in meeting their WHS and injury management obligations through tailored guidance and training.

This position will work and collaborate with:

Internally	Externally:
• People & Culture Team • Executive Leadership Team • Senior Management Team • Coordinator Group • Employees • HSR's • Union Delegates	• Other Councils • Government departments and statutory authorities • Council's WorkCover Agent • WorkSafe Victoria • Service providers • Learning and development providers • Specialist Consultants • Treating Health Practitioners • Non-government organisations • Conciliation services • Legal and investigative services

What you will bring

Qualifications

- Degree or Diploma in Occupational Health and Safety, Personal Injury Management, Allied Health, Human Resources, or related discipline with significant experience working in the occupational health and safety or injury management sector.
- Completion of a Return-to-Work Coordinator course or willingness to complete the course.

Specialist skills and knowledge

- Ability to influence and coach employees and people leaders.
- Strong knowledge of Victorian OHS legislation, including the Occupational Health and Safety (Psychological Health) Regulations 2025, the Workplace Injury Rehabilitation and Compensation Act 2013 and return-to-work requirements.

- Ability to manage complex return-to-work cases while balancing employee needs and operational priorities.
- Proficiency in policy development and risk assessments
- Strong analytical and data interpretation skills to inform strategic decision-making.

Experience

- Demonstrated experience providing practical advice across OHS, injury management, employee relations, health and wellbeing in an advisory or business partnering role.
- Experience building effective working partnerships in a diverse work environment.
- Experience supporting psychosocial risk identification, assessment and control.
- Demonstrated experience influencing leaders and driving practical safety and wellbeing improvements.

Health, Safety, equal opportunity and Charter of human rights

We take safety and wellbeing seriously at Council and we believe there is nothing more important than the health and safety of yourself and those around you:

- Adhere to Council's Health and Safety, Equal Opportunity and Risk Management policies, plans and procedures as well as act in accordance with the Charter of Human Rights.
- Demonstrate and promote workplace behaviours that do not discriminate, bully or harass.
- Take reasonable care for your safety and the safety of others who may be affected by your actions or omissions.
- Cooperate with any reasonable, lawful instruction to comply with relevant legal requirements.
- Adhere to policies and procedures to prevent injuries to people and damage to assets and property, including reporting of these matters; and support the return-to-work plan for any injured worker when returning to work.
- Promote positive mental health and wellbeing within your team and work towards the prevention of mental injuries and illness in the workplace.

Compliance and condition of employment

The role will require the following compliance checks

- All employees must have relevant and current working rights for Australia
- All new employees must have a national police check (and where necessary an international check)