

JOB ROLE STATEMENT

SAFETY, HEALTH AND WELLBEING MANAGER LEVEL 7

DIRECTORATE
BRANCH

HUMAN RESOURCES
COMMUNITIES OF EXPERTISE

CATEGORY 1
POSITION NO P0062755

KEY RESPONSIBILITIES

Manage the provision of a specialist service through a business partnering model on all matters relating to Safety, Health and Wellbeing (SHW) within Main Roads and contractor operations.

KEY DELIVERIES

Safety, Health and Wellbeing Management

- Manage a business partnering model that delivers a specialist SHW service in line with the corporate SHW strategy and associated acts and legislation, including:
 - provision of specialist advice and support on all SHW matters and issues affecting Main Roads' directorates and contractor operations
 - provision of SHW solutions to operational environments to achieve the required business results that also meet relevant regulatory, legislative and compliance requirements
 - developing policies, procedures, processes and systems supporting the effective management of SHW function across Main Roads
- Manage corporate SHW including Workers' Compensation, Injury Management and employee return to work support.
- Develop, implement and evaluate the corporate SHW business strategy that facilitates effective management of risks relevant to Main Roads.
- Provide expert advice to the Executive Director Human Resources (EDHR) and Manager HR Communities of Expertise (MHRCoE) on State and National Work Health and Safety (WHS) trends and Legislation changes impacting Main Roads.
- Review the performance of SHW processes and procedures and implement suitable improvements.

Leadership and Management

- Manage a diverse team of safety professionals ensuring a corporate approach to Safety, Health and Wellbeing practices across Main Roads.
- Manage employee behaviour, performance and development.
- Manage financial, technological, physical and other resources within agreed allocations to meet agreed outcomes.

Stakeholder Relationships

- Build and enhance professional working relationships in managing SHW matters and issues across Main Roads' and contractor operations.
- Build and maintain strategic partnerships for managing SHW across Main Roads.
- Consult, liaise and negotiate with internal and external stakeholders to identify service requirements and improvements in the management of SHW.

SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL
MANAGER HR COMMUNITIES OF EXPERTISE

LEVEL 8

POSITION NO
P0062703

SAFETY, HEALTH AND WELLBEING MANAGER LEVEL 7

POSITIONS UNDER DIRECT SUPERVISION

ALL POSITIONS UNDER CONTROL

List the position numbers, titles and levels of positions directly supervised

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
Safety, Health and Wellbeing Business Partner (x3)	LEVEL 6	Salaried, Wages	3
Safety, Health and Wellbeing Business Partner (x3)	LEVEL 5		3
Safety Health and Wellbeing Co-ordinator	LEVEL 4		1
Safety, Health and Wellbeing Officer	LEVEL 3		1
TOTAL			8

SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE

ESSENTIAL:

- Comprehensive skill, knowledge and experience in:
 - providing effective leadership and management of a team of Safety, Health and Wellbeing experts to achieve the delivery of an integrated Safety, Health and Wellbeing program that meets regulatory, legislative and compliance requirements in a large and complex organisation
 - managing the review and implementation of Work Health and Safety (WHS) work practices to ensure the relevant compliance requirements are met and applicable in operational environments
 - building and enhancing stakeholder relationships
 - managing employee behaviour, performance and development
 - managing financial, technological, physical and other resources within agreed allocations to meet agreed outcomes
- Knowledge of:
 - policies and practices on EEO, diversity and equity
- Possession of a current Western Australian ‘C-A’ Class (car) motor vehicle drivers’ licence or an approved equivalent.

DESIRABLE:

- A Degree in Health, Safety and Environment or other relevant discipline.

CERTIFICATION

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE MBastian. DATE 03/04/23
BRANCH/SECTION HEAD

2. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

SIGNATURE M. R. Willey DATE 5/4/23
EXECUTIVE DIRECTOR

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE _____ DATE _____
MANAGER HR BUSINESS