

# JOB ROLE STATEMENT

## SAFETY, HEALTH AND WELLBEING BUSINESS PARTNER LEVEL 5

DIRECTORATE HUMAN RESOURCES  
BRANCH PEOPLE AND CULTURE

CATEGORY 1  
POSITION NO VARIOUS

### KEY RESPONSIBILITIES

Implement Main Roads' Safety, Health and Wellbeing (SHW) Strategy through a business partnering model. Provide specialist support in investigating SHW matters and recommend practical solutions in line with Main Roads' SHW Strategy and associated Legislation.

### KEY DELIVERIES

#### SHW Business Partner

- Implement Main Roads' SHW strategy through a business partnering model that delivers effective solutions to stakeholders in line with the Strategy and associated Legislation.
- Provide specialist support with SHW matters including Workers' Compensation and Injury Management and recommend practical solutions in line with Main Roads' Strategy and associated Legislation.
- Ensure timely communications and information between the Corporate SHW Section and given directorate/s.
- Provide specialist support and ensure implementation of corporate policies and procedures and alignment of the SHW Management System.
- Provide specialist support to Directorate and Contractor parties to assist in the development, implementation, maintenance and review of their Safety Management Plans.
- Co-ordinate change management activities relating to the implementation of corporate SHW initiatives.
- Research, analyse trends and identify risks as well as provide insights, report findings and deliver dependable recommendations to the SHW Manager for decision making.
- Co-ordinate activities that lead toward the achievement of a high performing SHW culture within given stakeholder groups.

#### Stakeholder SHW Capability

- Provide specialist support with monitoring, coaching and training to develop SHW operational leadership capability within designated directorates and contractor parties.
- Provide specialist support with the development and maintenance of support tools and processes and facilitate educational sessions for directorate managers to increase the understanding and requirements in the use of the Corporate SHW Management System.
- Provide specialist support with the development, review and implementation of appropriate Key Performance Indicators (KPI's) that measure directorate performance in relation to meeting SHW compliance and objectives.
- Participate in and influence the planning, development and implementation process of corporate SHW management initiatives.
- Co-ordinate and deliver SHW related training workshops.

#### Corporate SHW Management System

- Provide specialist support with review and ongoing improvement of the corporate SHW Management System.
- Provide specialist support with managing the SHW Electronic Reporting System of directorate/s across the State.
- Perform investigations, internal audits and participate in strategic developments as required.

#### Leadership and Management

- Provide operational leadership in SHW matters to challenge and influence appropriate behaviours and the decision making processes within Directorates.
- Promote the philosophy "safety is everyone's responsibility" and reinforce the responsibility of stakeholder participation and performance to Main Roads' SHW management system and in line with associated Legislation.

#### Stakeholder Relationships

- Consult, liaise and professionally collaborate with Main Roads and external stakeholders to identify SHW issues and implement appropriate improvements and innovations to improve SHW in the workplace.
- Build and enhance working relationships with internal and external stakeholders including Main Roads' directorates.

### 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  
VARIOUS

POSITION NO  
VARIOUS

# SAFETY, HEALTH AND WELLBEING BUSINESS PARTNER LEVEL 5

**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
		Salaried, Wages	
		<b>TOTAL</b>	_____
			_____

**SELECTION CRITERIA – SHOULD BE ADRESSED IN THE CONTEXT OF THE ROLE**
**ESSENTIAL:**

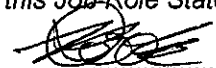
- Considerable skill, knowledge and experience in:
  - implementing and measuring performance of a Safety, Health and Wellbeing program in a large and complex construction and maintenance organisation with both 'white' and 'blue' collar workforces
  - implementing sustainable Safety, Health and Wellbeing governance practices that provide for effective decision making
  - interpreting and implementing the requirements of the Occupational Safety and Health Legislation
  - integrating and influencing business outcomes that align with corporate safety strategy
  - building and enhancing stakeholder relationships
- Knowledge of:
  - Workers' Compensation and Injury Management Legislation
  - policies and practices on EEO, diversity and equity
- Possession of a current Western Australian 'C' Class (car) motor vehicle drivers' licence or an approved equivalent.

**DESIRABLE:**


- A Diploma in Work Health and Safety or other relevant discipline.
- A Certified Internal Auditor (CIA) or similar certification.

**CERTIFICATION**

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

SIGNATURE  DATE 21/03/22  
A/ 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  DATE 21/3/22  
EXECUTIVE DIRECTOR

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

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
MANAGER HR BUSINESS