



Position description

Title of the role:	Health Safety and Wellbeing Business Partner
Program Area:	People and Culture
Reports to:	National Manager WHS
Classification:	SCHADS Level 6, Schedule B
Last Revised:	October 2025

About Wellways

Wellways Australia is a leading not-for-profit organisation dedicated to ensuring all Australians lead active and fulfilling lives in their community. We work with individuals, families and the community to help them imagine and achieve better lives. We advocate for change to make sure people can access the best possible care and information when they need it. We provide a wide range of services and assistance for people of all ages with mental health issues, disabilities, and those requiring community care.

Wellways is an equal opportunity employer that offers generous salary packaging and opportunities to undertake professional training and development. People with lived experience, Aboriginal and Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds bring highly valued skills to our workforce.

Our Values

Honesty:

- We are open and sincere in all interactions
- We show compassion and consideration to all our stakeholders
- We take responsibility for our actions

Acceptance

- We champion and respect all voices and choices
- We accept people no matter how complex their needs
- We see the person, the family and the community

Fairness:

- We believe everyone has the right to equal opportunities
- We challenge social injustice and advocate for change
- We collaborate to solve problems

Commitment:

- We are committed to our work and we won't give up
- We have the courage to make decisions and are accountable for our actions
- We dare to go down new roads and challenge accepted wisdom

Participation:

We promote participation and transform lives and communities
We value the expertise and contribution of everyone we work with
We build knowledge and lead conversations

Our approach to service delivery

Our services are guided by our values and informed by our Well Together Model. This approach means we work at 3 levels, with the individual, with their families and friends and with the community. Well Together recognises that developing skills, building confidence and strengthening relationships will help people to build their wellbeing and to live independently. The model provides an evidence-based approach to create individually tailored, effective support packages. Wellways assists individuals to develop the capacity to manage their own wellbeing, equip family and friends with information and skills, and engage community members in support networks.



Advocacy Services

We have a strong advocacy program, informed by the lived experience of people with mental health issues or disability, their families and friends. Members of Wellways play a vital role in developing our advocacy platform. We advocate for systemic change that will create better conditions and improved opportunities for people with a mental health issues, disabilities and their families.

All our services and advocacy programs:

- Support and create opportunities for building wellbeing
- Value cultural diversity
- Value peer participation and leadership (participant and carer)
- Are underpinned by evidence-based best practice

Position Summary

The Health Safety and Wellbeing (HSW) Business Partner (BP) is a key member of the People & Culture Team and will work closely with service delivery stakeholders across the region and deliver best practice integrated HSW function and service for Wellways.

The HSW Business Partner (BP) will drive HSW strategy and objectives with Wellways key stakeholders, prepare and present regular reports, manage incidents and hazards and assist in addressing and new emerging issues and trends. In addition to responsibilities for HSW objectives and risk elements across Wellways. This role will also work collaboratively to support WHS team and wider People and culture team on shared projects and objectives and may be required to liaise with managers, HSR's to provide HSW advice, identify and develop WHS initiatives.

This role will be to build a genuine business partner relationship with key internal stakeholders to enable them to meet their operational and strategic goals. This role will develop professional relationships across the business and to act as a trusted employee and HSW advisor to the management team for WHS issues, including injury management. The HSW BP will provide exceptional support and guidance to our people and leaders in managing injuries and workers compensation. This role will be involved in psychosocial risk management and will also has a prevention and early intervention focus that seeks to build the competency and capacity of our people with regard to best practice approaches to Injury Management, Return to Work and Workers Compensation.

The role is essential to ensure workplace health and safety risks, including the risk of injury and illness are managed in line with legislation, and industry best practice. The position reports to the National Manager WHS.

Refer to **Attachment 1** for a reference to the overall Wellways organisation structure.

Responsibilities

Key Functions	Key Performance Indicators
Driving HSW leadership and governance to manage HSW risks	• Subject matter expert on HSW risks, duty of care, risk management, hazard identification, analysis of risks, issue resolution and legislative compliance. • Identify key priority work areas through assessments and audits of the organisation, respond to risk reports. • Assist with development of the HSW strategic plan for assessment and implementation of work priorities. • Implement areas from the HSW Plan as outlined in the key effective areas outlined in the key effective areas and agree on implementation timelines • Represent Wellways and HSW on relevant committees and working groups throughout the organisation.
Develop strong relationships	• Work with the P&C Business Partners and/or Employee Relations Advisors to develop workforce reports to assist People Leader decision making in workforce matters relating to WHS. • Contribute to organisational planning and decision making by providing technical knowledge of People & Culture related policies and procedures and legislative frameworks. • Build collaborative relationships with all Managers/ Coordinators to assist in building good technical knowledge in the wider group.
Workplace injury Prevention and management.	• Support People leaders and the Injury Management Advisor with day-to-day management of claims - sending through proposed RTW plans and follow up medical certificates • Coach and support People Leaders on Injury Management, Early Intervention and legislative requirements • Facilitate meetings with People Leaders and injured workers, where required, to ensure that the injured worker understands their rights and obligations relating to RTW. • Ensure that Wellways claims are lodged within the required timeframe and follow up claim acceptance or denial with relevant Insurer. • Liaise with WHS team, Injury Management Advisor, the Insurer and Broker in regard to strategy • Attend claims reviews • Participate in regular teleconference with the insurer / broker on claim-by-claim needs basis in between reviews • Follow up closure of claims through the insurer • Maintain injury and claims records, data and all accompanying documentation, including • Continuously improve a comprehensive approach to file management for injured workers with all case files • Work closely with the Payroll team to support and manage the weekly compensation process in accordance with legislative and enterprise agreements.

WHS Policies, Procedures, Frameworks and Systems	• Participate in the development, review and implementation of the full suite of WHS policies and procedures which serve to embed organisational values and facilitate uniform best practice across the organisation. • Support operational activities including risk management & development of frameworks, investigation processes, development of risk assessments and standard operating procedures. • Evaluate current programs and reporting responsibilities as appropriate
HSW Service Delivery / Building HSW Capability	• Provide guidance and advice on legislative requirements pertaining to the Occupational Health & Safety Act and relevant legislation, related Regulations, Codes of Practice and Australian Standards • Inform through appropriate channels of any changes to legislation where it affects Wellways business operations • Meet with the National Manager WHS regularly to discuss the progress of the agreed HSW projects / programs and wellbeing objectives • Support the undertaking of injury management / return to work
HSW Initiatives and Improvement	• Provide advice, identify and develop HSW initiatives, improvements and controls, specifically to programs / projects as outlined in HSW plan required by Wellways to achieve strategic objectives. • Establish and maintain procedures to identify and monitor HSW risks in Wellways by following up on incidents and injuries. • Liaise with People Leaders, Health and Safety Representatives (HSR) and Health, Safety and Wellbeing (HSW) team to assist when problem solving HSW issues. • Conduct internal program development, risk assessments, auditing and training, provide reports and recommendations that will develop the safety management system. • Liaise with the Quality and Safety team in resolving HSW issues • Undertake regular review of the equipment needs, facilitate purchases, Standard Operating Procedures (SOPs), and risk assessments. • Liaise with the Assets with new sites established and the trial and purchase of new equipment, as required • Contribute towards minimisation of the financial impact of incidents and accidents and promote HSW culture of ongoing participation in safety awareness and accident prevention. • Review HSW performance indicators, analysis reasons for not meeting indicators and recommendations for improvement. • Represent Wellways on committees, as required.
People Development	• Contribute to the design, delivery, and coordination of leadership development programs in collaboration with the National Manager WHS, National Manager P&C Services and National Manager Organisational Development. • Support communication regarding policy/procedure rollout or in response to identified organisational needs. • Contribute to the ongoing development and maintenance of Orientation and Induction Programs.

Work Health & Safety	• Where required participate / support work health & safety activities across the organisation, ensuring that systems and frameworks are in place to create and maintain a safe workplace for our diverse workforce. • Support the WHS Coordinator, National Manager WHS and People Leaders in managing WHS risks. • Other activities and duties as requested by National Manager WHS
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Essential Requirements, Knowledge, Experience and Skills

Qualifications & Essential Requirements	• Tertiary qualification in HSW or related discipline • Experience in an equivalent HSW role within a complex sector • An understanding of the provision of HSW systems for risk mitigation to complete safety system audits and risk assessments • Lead delivery of operational activities required of the safety team including coaching, training, assessments and activities associated with compliance with the safety management system and control mechanisms for improvement • Ability to analyse safety data and systems and produce complex reports to drive HSW oversight and accountability • Ability to manage projects to ensure achievement of objectives • Extensive auditing, incident investigation skills • Strong administrative skill Right to Work within Australia • Satisfactory National Police Records Check • Working with Children's Check (or equivalent) • QLD Blue Card • NDIS Worker screening check • NDIS Worker Orientation Module, 'Quality, Safety & You' • LCS2
Desired	• Lead Auditor training • ICAM LEAD Incident Investigation training • Emergency Management experience within the health sector • Contractor management experience and site inspections • Certificate IV in Training and Workplace Assessment
Technical Knowledge and Experience	Required: • Broad generalist WHS knowledge and demonstrated experience including, risk management, workplace investigations and reporting. • Strong problem-solving skills with the ability to identify practical solutions to identified WHS issues. • Demonstrated ability to devise, implement and embed WHS policies and programs. • Highly developed relationship building, coaching and influencing skills with the ability to deal with people on complex and sensitive issues. • Strong written communication skills, with experience writing effective reports and communications relating to workforce issues and other technical matters. • Commitment to the Wellways Australia Values. • Working knowledge of MS Word, Excel and Outlook

Additional Information

This position description may be modified from time to time to reflect organisational changes. Any changes will be discussed and agreed with the incumbent.

Financial Delegation: As per delegation schedule

People – Number of Directs: 0

Travel Percentage: As required

On Call: n/a

Attachment 1

