



<b>Position Title:</b>	<b>Workplace Health &amp; Safety Business Partner</b>
<b>Program:</b>	<b>People and Culture</b>
<b>Band:</b>	<b>D</b>
<b>Salary:</b>	<b>Stream 5, Level 8</b>
<b>Date:</b>	<b>June 2026</b>

## ROLE PUPOSE

The Work Health and Safety (WHS) Business Partner supports the organisation to build and maintain a strong culture of safety, wellbeing and prevention. The role focuses on working collaboratively with leaders, employees and stakeholders to implement WHS initiatives that help reduce workplace risks, prevent injuries and illnesses, and assist with incident recovery.

The Business Partner provides expert WHS advice, coaches leaders, partners with staff across all levels, and ensures compliance with legislative and regulatory requirements. This includes leading WHS programs, supporting injury prevention initiatives, incident investigation, and building capacity in safety leadership, while strengthening the organisation's resilience to risks.

## PRIMARY OBJECTIVES OF THE ROLE

- The primary objectives of the WHS Business Partner role are to:
- Strengthen a proactive WHS culture by partnering with leaders and staff to embed safety, wellbeing, and accountability across the organisation.
  - Lead and maintain WHS systems and compliance in line with the Occupational Health and Safety Act 2004 and relevant frameworks.
  - Identify and mitigate workplace risks through effective risk management, prevention programs, and data-informed insights.
  - Drive effective incident and injury management by leading investigations, addressing root causes, and supporting recovery outcomes.
  - Build capability in WHS leadership and practice through coaching, training, and support for leaders, managers, and HSRs.
  - Strengthen stakeholder collaboration to embed WHS in organisational strategy, operations, and continuous improvement.

## REPORTING RELATIONSHIPS

This role reports to the Head of Workplace Health and Safety who will provide supervision and review and works in conjunction with other team members.

## EXPECTATIONS

- Conduct oneself in accordance with the Berry Street Yooralla Code of Conduct, which is underpinned by the values of accountability, courage, integrity, respect and working together within the principles of continuous improvement.
- Raise all health, safety, and wellbeing issues or concerns with managers, observe all safe work procedures and instructions, and take reasonable care for their own safety and for the safety of work colleagues by always operating in a safe and appropriate manner.
- Promoting and protecting the human rights of people with disability, in accordance with the UN Convention on the Rights of Persons with Disabilities (CRPD) (2008).
- Working to ensure high-quality and safe supports and services for NDIS participants, meeting and exceeding the NDIS Practice Standards and Quality Indicators.

- Meeting obligations under all relevant Victorian and Commonwealth legislation.
- Participate in regular supervision, performance planning and review processes and probationary reviews.
- Complete mandatory training within designated timeframes.
- Berry Street Yooralla is committed to service delivery that prioritises and celebrates diversity and inclusion. Every individual is treated with dignity and respect regardless of their cultural background, ability, ethnicity, gender identity, sexual orientation, spirituality, or religion.
- Berry Street Yooralla is committed to the cultural safety of Aboriginal and Torres Strait Islander children; children from culturally and/or linguistically diverse backgrounds; children with a disability; children who identify as LGBTIQ+.
- Berry Street Yooralla is committed to being a child safe, child friendly and child empowering organisation. In everything we do we seek to protect children, in accordance with our legal obligations including MO 1359 and child safe standards.

ROLE RESPONSIBILITIES	Specific responsibilities, duties and tasks
<b>WHS Strategy, Systems and Compliance</b>	<ul style="list-style-type: none"> <li>• Support the design, implementation, and continuous improvement of the WHS Management System and multi-year prevention-focused safety strategy.</li> <li>• Ensure organisational compliance with the Occupational Health and Safety Act 2004, Regulations 2017, and other relevant frameworks.</li> <li>• Monitor WHS performance metrics, provide analysis and reports to senior leaders, and recommend proactive strategies.</li> <li>• Support WHS committees, HSR forums and governance processes to ensure robust consultation and staff participation in safety matters.</li> </ul>
<b>Risk Management and Prevention</b>	<ul style="list-style-type: none"> <li>• Conduct workplace risk assessments and develop action plans to mitigate hazards.</li> <li>• Lead and support proactive WHS initiatives, including ergonomic assessments, wellbeing programs, and occupational violence prevention strategies.</li> <li>• Provide expert advice and solutions to address emerging risks, systemic issues, and workplace trends.</li> </ul>
<b>Incident and Injury Management</b>	<ul style="list-style-type: none"> <li>• Lead and support the investigation of workplace incidents, accidents, and near misses to identify root causes and implement corrective actions.</li> <li>• Provide WHS expertise in response to WorkSafe investigations, inspections, and notifiable incidents.</li> <li>• Collaborate with Injury Management and Early Intervention colleagues to ensure effective post-incident support, return-to-work strategies, and recovery planning.</li> </ul>
<b>Coaching, Training and Capacity Building</b>	<ul style="list-style-type: none"> <li>• Design, deliver and evaluate WHS training and education for leaders, managers, and staff.</li> <li>• Coach leaders on WHS responsibilities and build capability in safety leadership.</li> <li>• Mentor Health and Safety Representatives to strengthen their role and effectiveness across the organisation.</li> </ul>
<b>Stakeholder Collaboration and Engagement</b>	<ul style="list-style-type: none"> <li>• Partner with HR Business Partners, managers, external regulators, and service providers to integrate WHS into broader organisational objectives.</li> <li>• Build strong internal networks to ensure WHS is embedded in decision-making, service design, and people strategies.</li> <li>• Represent the organisation in relevant external committees, industry forums, and working groups.</li> </ul>
<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Drive a culture of safety through proactive identification of risks and opportunities for improvement.</li> </ul>

	<ul style="list-style-type: none"> <li>Analyse trends, lead reviews of WHS practices, and recommend innovative approaches to improve outcomes.</li> <li>Contribute to the development of strategic and operational plans that promote employee health, safety, and wellbeing.</li> </ul>
<b>Stakeholder Engagement &amp; Program Development</b>	<ul style="list-style-type: none"> <li>Build and maintain collaborative relationships with internal and external stakeholders and relevant stakeholders to support WHS delivery.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>May be required to participate to travel between sites depending on program and role requirements.</li> <li>Other duties as required.</li> </ul>

## KEY SELECTION CRITERIA

- Strong communication skills (including public speaking, presentations, and facilitation skills) with the ability to convey information clearly and adapt style to suit different audiences.
- Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practising and promoting self-care strategies.
- Demonstrated experience in developing, implementing and monitoring WHS systems, frameworks, and programs in a complex organisation.
- In-depth knowledge of WHS legislation, standards, and codes, including experience responding to WorkSafe investigations.
- Proven experience conducting risk assessments, incident investigations, and implementing corrective actions.
- Experience in occupational violence risk management and early intervention strategies.
- Ability to provide expert WHS advice, influence leaders, and coach managers on building a safety culture.
- Strong experience in WHS data analysis and reporting to inform strategy.
- Strong interpersonal and consulting skills with the ability to influence, negotiate, and build effective relationships at all levels.
- Commitment to continuous improvement, innovation, and embedding a proactive culture of safety and wellbeing.
- Proficiency in Microsoft Office and WHS management systems/software.

## QUALIFICATIONS AND OTHER REQUIREMENTS

- Bachelor level degree qualification in Human Resources, Business Management, OHS/WHS or related field.
- Extensive experience working in Work Health and Safety within a large, complex organisation.
- Staff members must hold a valid WWCC, valid driver's licence and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.

## HIGHLY DESIRABLE

- Tertiary qualifications in WHS, Occupational Health and Safety, Human Resources or a related field.
- Experience working within the community services or disability sector
- Project and program management experience in WHS initiatives.

## OUR VALUES

**We expect all staff to apply these Values in all aspects of their work.**

**Courage:** to never give up, maintain hope and advocate for a 'fair go.'

**Integrity:** to be true to our word.

**Respect:** to acknowledge each person's culture, traditions, identity, rights, needs and aspirations.

**Accountability:** to constantly look at how we can improve, using knowledge and experience of what works, and ensure that all our resources and assets are used wisely.

**Working Together:** to collaborate with our clients, each other and our colleagues to share knowledge, ideas, resources and skills.

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## INHERENT REQUIREMENTS OF WORK ACTIVITIES/ENVIRONMENT

The following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
<b>Client Facing and Service Delivery</b>	Work with clients who may have a physical, psychiatric, or sensory disability.	Daily
	Interact with clients and members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	Daily
	Work with complex clients which may expose you either directly or vicariously to emotionally challenging concepts such as self-harm, trauma, illegal activity and/or violence.	Daily
	Drive vehicles with possible distractions from client behaviour, verbal or physical.	Not Applicable
	Work in a client's home or their family home alone and/or with others.	Not Applicable
	Represent, advocate, and cooperate with legal processes which may include attendance to court.	Occasional
<b>Work Environment</b>	Manage demanding and changing workloads and competing priorities.	Daily
	Work in different geographic locations.	Regular
	Be exposed to all outdoor weather conditions.	Occasional
	Work via computer from home as required.	Regular
	Work office hours with the possibility of extended hours. Flexible arrangements by agreement.	Not Applicable
	Work rostered hours with the possibility of overtime.	Not Applicable
	Work on-call after hours.	Not Applicable
	Work in an open plan office with no assigned desk.	Daily
	Work in buildings which may require the use of stairs or elevators.	Regular
	Sit at a computer or in meetings/meeting rooms via video conference facilities or in person for extended periods.	Daily
	Work in educational or community facilities.	Occasional
	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Regular
	Undertake training and professional development activities both internal and external to the organisation.	Regular
<b>Administrative Tasks</b>	Undertake administrative tasks which may include the following: computer work, filing, data entry, writing reports, case notes/plans and client records. Manage resources and budgets. Research and analyse information and data.	Daily
	Use technology including computers, photocopiers, telephones including mobiles, projectors, televisions, video conference facilities and electronic whiteboards.	Daily