

	Position Title:	Workplace Health, Safety & Injury Management Business Partner
	Division:	People and Culture
	Program:	Work Health and Safety
	Classification:	C
	Salary:	Berry Street Contract of Employment
  	Date:	September 2026

ROLE PURPOSE

The Workplace Health, Safety & Injury Management Business Partner provides integrated workplace health, safety, injury management and wellbeing support across a diverse portfolio of disability and child, youth, family services and locations.

Working closely with leaders, employees and key stakeholders, the role delivers practical and timely advice across risk management, incident response, emergency preparedness, early intervention, injury recovery and return to work. The role partners with operational teams to build local capability, strengthen safety culture and wellbeing outcomes, and ensure employees are supported throughout the full prevention-to-recovery lifecycle.

Through a combination of operational support, coaching, risk management and continuous improvement initiatives, the role contributes to safe, healthy and sustainable workplaces while supporting organisational performance and legislative compliance.

PRIMARY OBJECTIVES OF THE ROLE

The primary objective of the Workplace Health, Safety & Injury Management Business Partner is to:

- Promote a culture of health, safety, wellbeing and accountability across the organisation.
- Reduce workplace harm through proactive risk management, prevention and early intervention strategies.
- Support employees through injury management, recovery and sustainable return-to-work outcomes.
- Build leader capability through expert advice, coaching and practical health, safety and recovery support.
- Drive continuous improvement through stakeholder collaboration, legislative compliance and data-informed decision-making.

REPORTING RELATIONSHIPS

This role reports to the Senior Manager, WHS Business Partnering and Systems who will provide supervision and review. The role will also receive support from the Senior Manager, Injury Management.

This role based in the Shepparton office with site travel to sites across the Hume region and programs as required. A monthly anchor day at our Head Office located at Collins Street, Melbourne is required. The role offers flexibility to work from home up to three days per week, provided it does not impact operational requirements.

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.
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ROLE RESPONSIBILITIES	Specific responsibilities, duties and tasks
WHS Strategy, Systems and Compliance	• Support the design, implementation and continuous improvement of the WHS Management System. • Maintain organisational WHS frameworks, policies, procedures and governance processes. • Monitor compliance with legislative, regulatory and organisational requirements. • Prepare reports and performance metrics for executive leadership and governance committees. • Coordinate WHS consultation mechanisms and support Health and Safety Representatives.
Risk Management and Prevention	• Conduct workplace inspections, audits and risk assessments. • Identify emerging safety trends and implement preventative interventions. • Lead ergonomic assessments and workplace wellbeing initiatives. • Develop and implement occupational violence and aggression prevention strategies. • Partner with operational leaders to address systemic safety risks and improve workplace practices. • Support organisational WHS, risk management and emergency preparedness initiatives.
Incident Investigation and Response	• Lead investigations into workplace incidents, injuries, hazards and near misses. • Conduct root cause analyses and develop corrective action plans. • Support managers following critical incidents and assist with post-incident response activities.

	• Liaise with WorkSafe and regulatory bodies regarding investigations, inspections and notifiable incidents. • Monitor incident trends to identify preventative opportunities.
Injury Management and Return to Work	• Manage injury and illness cases from notification through to sustained return to work, including case planning, stakeholder engagement, accurate case noting, record keeping and preparation of case management documentation. • Coordinate timely intervention and support following workplace incidents. • Develop and monitor return to work plans in collaboration with employees, managers and treating practitioners. • Facilitate suitable duties and workplace adjustments. • Refer employees to rehabilitation providers and specialist services where required. • Ensure compliance with workers compensation and return to work obligations. • Monitor claim progress and support effective claims management practices.
Occupational Rehabilitation and Recovery	• Develop rehabilitation strategies that support safe and durable recovery outcomes. • Conduct job task analyses and maintain registers of suitable alternative duties. • Promote early intervention principles and reduce barriers to recovery. • Support employees experiencing physical and psychological injuries. • Work collaboratively with insurers, rehabilitation providers and health professionals.
Coaching, Education and Capability Building	• Provide expert WHS and Injury Management advice to leaders and employees. • Deliver training, presentations and awareness programs. • Coach managers on: ○ Safety leadership ○ Incident response ○ Early intervention practices ○ Return to work obligations ○ Psychological safety ○ Workers compensation requirements • Build organisational capability in injury prevention and wellbeing practices.
Leadership	• Lead by example in actively promoting and implementing the requirements of Berry Street Yooralla's positive duty to provide a safe workplace, health and safety management system – policies, procedures, and processes. Including, holding staff accountable for observing all safe work procedures, rules, and instructions.
Continuous Improvement & Reporting	• Analyse WHS and injury management data and trends. • Monitor performance indicators relating to injuries, claims and return to work outcomes. • Identify opportunities to improve systems, processes and employee experiences. • Contribute to strategic planning and organisational improvement initiatives. • Prepare monthly and quarterly reports for leadership and governance groups. • Manage case information within injury management systems, ensuring accurate case notes, documentation and records are

	maintained to support effective case management, stakeholder communication and compliance obligations.
Stakeholder Engagement & Business Partnering	• Build and maintain collaborative relationships with DFFH, NDIS, community partners and relevant stakeholders to support program delivery. • Work in partnership with our worker's compensation insurer, our regulators, and any occupational rehabilitation providers to meet all our legal obligations and optimise our performance with return to work and claims cost reduction. • Partner with leaders, HR Business Partners and operational teams to embed WHS and Injury Management practices. • Develop productive relationships with external stakeholders including: ○ WorkSafe ○ Workers Compensation insurers ○ Occupational rehabilitation providers ○ Treating practitioners ○ Industry networks • Participate in internal committees and external forums as required.
Other	• Required to participate to travel between sites depending on program and role requirements. • Other duties as required.

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 both Workplace Health and Safety and Injury Management within a complex organisation.
- Proven experience managing end-to-end workers compensation and early intervention return to work processes.
- Experience conducting workplace investigations and risk assessments.
- Demonstrated experience implementing WHS programs and initiatives.
- Strong understanding of occupational violence, psychosocial hazards and workplace wellbeing.
- Sound knowledge of Victorian Workplace Health and Safety legislation and regulations.
- Excellent knowledge, understanding and practicable application of Victorian workers compensation legislation and return to work obligations. Embedding a culture of early intervention and support.
- Ability to lead with a mental health and wellbeing lens with empathy and compassion, providing support when required.
- Understanding of best-practice occupational rehabilitation principles.
- Knowledge of psychological safety, mental health and wellbeing frameworks.
- Highly developed stakeholder engagement and influencing skills.
- Strong coaching and leadership support capability.
- Excellent investigation, analytical and problem-solving skills.
- Advanced written communication, presentation, facilitation and case management skills.
- Ability to manage multiple priorities and complex caseloads.
- Strong reporting and data analysis capability.

QUALIFICATIONS AND OTHER REQUIREMENTS

- A relevant Bachelor qualification, or extensive experience plus a Diploma in a related field deemed equivalent.
- Return to Work Coordinator Certification (Victoria)
- Staff members must hold a valid WWCC, NDIS Workers Screening check, current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.
- Minimum 5 years in Injury Management, Occupational rehabilitation, Workplace Health and Safety or related field
- Experienced in psychosocial injury management and workplace mental health.

HIGHLY DESIRABLE

- A tertiary qualification in an allied health discipline or related field (such as Occupational Therapy, Physiotherapy, or Rehabilitation Counselling) is highly desirable, or alternatively, significant equivalent qualification.

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
Client Facing and Service Delivery	Work with clients or staff who may have a physical, psychiatric, or sensory disability.	Regular
	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.	Occasional
	Work with complex clients or staff which may expose you either directly or vicariously to emotionally challenging concepts such as self-harm, trauma, illegal activity and/or violence.	Regular
	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
Work Environment	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.	Regular
	Work rostered hours with the possibility of overtime.	Occasional
	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
Administrative Tasks	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