

1. General Information

Position Title:	Health, Safety & Wellbeing Business Partner
Division/Department:	People and Culture – Health, Safety & Wellbeing Team
Position Reports to:	Group Director, Health, Safety and Wellbeing Matrix reporting to People and Culture Manager
Enterprise/Individual Agreement:	Individual Agreement
Classification/Grade:	Not Applicable
Location:	Epworth Eastern - required to move attend other facilities
Employment Status:	Part time (30.4 hours weekly)
Key Relationships - internal and external	<p>Internal: Executive General Manager, Director Clinical Services, Operational Leadership Team, Department Managers Injury Management Team Broader Health, Safety & Wellbeing team & People & Culture Team</p> <p>External: WorkSafe, External Providers/Consultants</p>
Position Title:	Health, Safety & Wellbeing Business Partner

2. Overview of Epworth HealthCare

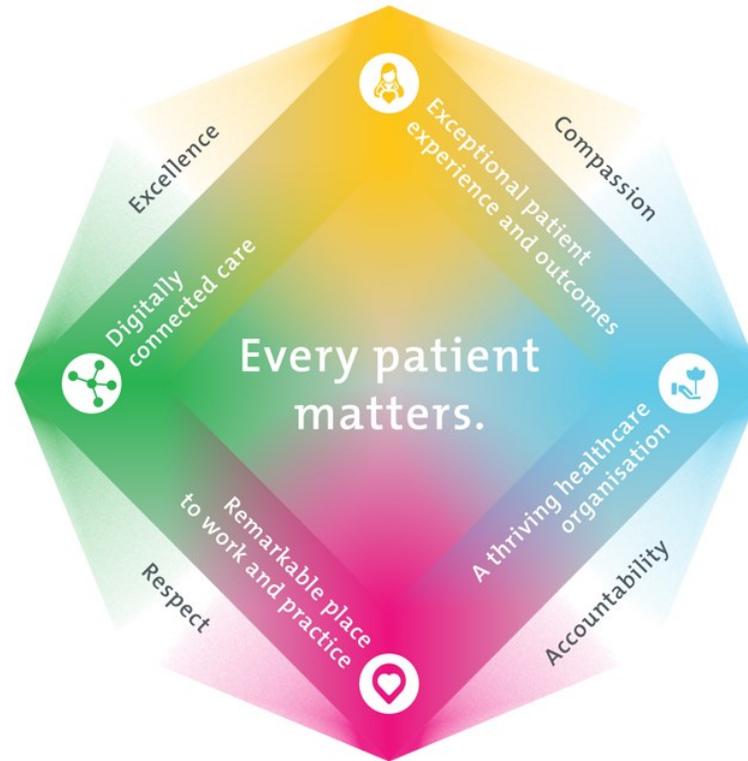
Epworth HealthCare is Victoria’s largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia’s health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our patients.

Epworth’s values define our approach and our delivery. We pride ourselves on communicating our values and delivering on them in a real and meaningful way. Our Values are Compassion, Accountability, Respect and Excellence. More information can be found on the [Epworth website](#).

Epworth’s purpose is Every Patient Matters.

Our Vision is Delivering another 100 years of exceptional healthcare and innovation to the Victorian community.

3. Epworth HealthCare Strategy



All roles are linked to the Epworth strategy and are fundamental in achieving its vision and purpose.

Exceptional patient experience and outcomes - To empower our patients and deliver compassionate, expert and coordinated care.

A thriving healthcare organisation - To adapt and grow in a changing healthcare landscape by delivering a unique private not-for-profit healthcare organisation.

Remarkable place to work and practice - To ensure Epworth is an outstanding place to work and practice through a culture of care and investment in our people.

Digitally connected care - To innovate and improve the digital experience, interactions and outcomes for our patients, staff and doctors.

4. Purpose of the Position

[Provide a brief overview and the main objective of the position]

5. Clinical Governance Framework

This role is required to put into practice the Clinical Governance Framework at Epworth as every employee is accountable for ensuring that our patients and community receive safe, high quality and person-centred care in every interaction with Epworth. This is achieved through active participation in the five domains of clinical governance at Epworth:

Clinical Governance Domain	Role
<i>Leadership and culture</i>	Promote and participate in a supportive, fair and transparent culture where lessons from previous outcomes are learned and patient safety and quality is a priority at all levels of the organisation.
<i>Consumer Partnerships</i>	Understand and where relevant, ensure that each patient is actively involved in their own care and treatment including families/carers wherever possible.
<i>Effective Workforce</i>	Develop and maintain one's own competency, skills and knowledge to ensure high quality service provision and care.
<i>Clinical Safety and Effectiveness</i>	Understand and where relevant, ensure, that the right care is provided to the right person at the right time, in the right place and patient outcomes are monitored and improved.
<i>Risk Management</i>	Be responsible for identifying and reporting risks, hazards and near misses for people in our care and participating in risk mitigation strategies.

6. Key Accountabilities

KEY RESPONSIBILITIES	MEASURES/KPIs TO BE ACHIEVED
<p>Assist and support the Hospitals in meeting operational and strategic plans</p> <ul style="list-style-type: none"> Develop professional relationship with hospital executive and department leaders influence and grow a safety culture Provide planning and operational leadership for the Health, Safety and Wellbeing Provide H&S advice and operational assistance to hospital management and employees Work closely with Hospital P&C team to deliver better safety outcomes 	<ul style="list-style-type: none"> Completion of plans and assistance in achieving group strategic plan Successful completion of investigations, inspections, audits, corrective actions within agreed timeframes Successful implementation of group and hospital initiatives (eg. safety culture; wellness program) Achievement of Hospital KPIs Feedback from stakeholders LTI reporting within agreed timeframe

<ul style="list-style-type: none"> • Support Epworth’s health and safety structure and initiatives • Assist in the development of a health, safety and wellbeing culture plan as part of the overall management systems • Develop/Contribute to organisation and hospital safe work procedures and protocols to support management of risks • Develop and support wellbeing initiatives for employees • Conduct audits as required including legal compliance and adherence to health and safety management system • Assist in completion of investigations following incidents • Assist managers in the development and implementation of Health, Safety & Wellbeing risk management strategies • Assist & provide technical leadership to Hospital management and employees to conduct hazard identification, risk assessment and develop risk control strategies • Identify shortcomings in Health, Safety & Wellbeing management strategies; determine corrective actions & implementation strategy, seeking support for implementation from Hospital Leadership Team • Assist and drive in the achievement of Health and Safety KPIs eg: safe moves, WHS scorecard etc • Escalation of lost time injuries to Hospital Executive Team and Group HS&W Manager and injury management team as required • Emergency Preparedness: to support and participate in emergency preparedness and a member of the Emergency Management, Security and Safety Council. 	
<p>Provide advice and support for risk management activities</p> <ul style="list-style-type: none"> • Conduct assessments involving tools and strategies beyond the skills of operational employees • Undertake ergonomic assessments and training as requested or required using clinical skills • Conduct incident investigations and support others in the process of incident investigation 	<ul style="list-style-type: none"> • Evidence of risk assessments being conducted • Reviews of incident reports occur within working 5 days of lodgement • Feedback from stakeholders

<ul style="list-style-type: none"> Review incident reports to ensure that the correct information has been captured 	
<p>Educating Epworth’s Managers in increasing awareness an expertise in Health and Safety and Wellbeing</p> <ul style="list-style-type: none"> Deliver Health and Safety training / mentoring for managers and their delegates, so as to increase their understanding and knowledge of safety and injury management.eg orientation safe moves, manual handling, emergency preparedness, manager training , OVA training etc Assist with coordination of training programs and implementation 	<ul style="list-style-type: none"> Feedback from stakeholders Provide training to managers and employees Support and facilitate safety training programs as required
<p>Introduction of innovative health, safety and wellbeing practices and identification of enhanced management reporting systems</p> <ul style="list-style-type: none"> Maintain and process incident reports as required within RiskMan Provide monthly reports to Group Director -Health, Safety & Wellbeing, Hospital Operational Team & Health and Safety Team Assist in the formulation and review of policies and procedures through relevant consultative arrangements Develop, implement and maintain systems to manage specific areas of risk. Provide management with information and data on trends of employees injuries/incidents within the workplace and provide recommendations for improvement to Health and Safety Manger, Site Leadership team and H&S Team Provide other training and development activities as required Review best practice within health sector and others and provide recommendations 	<ul style="list-style-type: none"> Policies are reviewed within time frames required and in consultation with HSRs and other end user stakeholders Reports provided to management on time and accurately Review and action incidents in Incident Management System Conduct incident investigations and support others in the process of incident investigation Review incident reports to ensure that the correct information has been captured
<p>Special Projects</p> <ul style="list-style-type: none"> To support redevelopment projects to ensure risks are mitigated and managed appropriately To lead and manage special projects within the Health and Safety Team for example ipro, manager training development, intranet design 	<ul style="list-style-type: none"> To lead and manage the specific projects within agreed budget, timeframe and KPIs

Position Description



<p>Attend Hospital and Corporate safety meetings</p> <ul style="list-style-type: none"> Attend relevant H&S Committees as the leading advisory participant Coordination of the H&S Committee meetings Provide assistance to the Hospital Emergency Planning Committees inclusive of running practical drills as required Attend health and safety team and P&C team meetings 	<ul style="list-style-type: none"> Attend & participation in all HS /Emergency Preparedness, other committees, team meetings as required Feedback from stakeholders
<p>Injury Management/Workers Compensation</p> <ul style="list-style-type: none"> Advise managers of Early Intervention Program for employees injuries Liaise with Line Managers , Group Injury Management team regarding managing injured employees, return to work and workers compensation 	<ul style="list-style-type: none"> Provide support and refer relevant parties to the Group Injury Management team.
<p>Quality Improvement</p> <ul style="list-style-type: none"> Strives to consistently improve service delivery to internal and external customers and key stakeholders Actively contributes to quality activities & organisational accreditation Conduct HS&W audits to ensure compliance with legislative and policy Monthly HS&W metrics are reported to Leaders with analysis and key messaging as required 	<ul style="list-style-type: none"> Participation in accreditation Adhere and complete internal audits Evidence of participation in quality improvement activities Improvement in health and Safety performance HS&W metric data shared to stakeholders within agreed timeframes
<p>Personal and Professional Development</p> <ul style="list-style-type: none"> Actively seek opportunities for personal and professional development Participates in prescribed performance development system annually Evaluate personal performance and plan self-development Participate in leave cover within the HS&W team 	<ul style="list-style-type: none"> Participation in ongoing development Completion of annual performance appraisal Completion of objectives outlined in self-development plan Compliance with specified competencies every 12 months or as required
<p>Team Work</p> <ul style="list-style-type: none"> Works cooperatively and collaboratively with all members of the HS&W team Provides positive and constructive feedback to others team members Actively participates as a member of the HS&W team Participates in the orientation of new employees to HS&W 	<ul style="list-style-type: none"> Participation in in-services, boarder safety team , business and team meetings Attends and actively participates in department and team meetings Feedback from team members

Position Description



<p>Customer Service</p> <p>Epworth is committed to the provision of excellent customer service to all of our people, customers and stakeholders including patients and external suppliers.</p> <p>Superior patient service leads to improved healing in a trusting, caring environment and creates a safe environment for patients and employees.</p> <ul style="list-style-type: none">• Provide excellent, helpful service to patients, visitors and staff• Communicate with clear and unambiguous language in all interactions, tailored to the audience• Build customer relationships and greet customers and patients promptly and courteously• Actively seek to understand patients' and their family's (customers) expectations and issues	<ul style="list-style-type: none">• Patient and customer service satisfaction surveys within agreed targets• Use AIDET principles in all interactions• Issues are escalated to the manager and resolved in a timely manner
<p>Safety and Wellbeing</p> <p>Participate actively and positively in the area of health and safety to reduce all hazards and incidents within the workplace</p> <ul style="list-style-type: none">• Report all hazards, incidents, injuries and near misses immediately to your manager and log them in RiskMan	<ul style="list-style-type: none">• Adhere to infection control/personal hygiene precautions• Implement and adhere to Epworth OHS policies, protocols and safe work procedures• Mandatory training completed at agreed frequency

7. Position Requirements/Key Selection Criteria

COMPONENT	
Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Tertiary qualifications in a Health and Safety, Human Resources or a related discipline
Previous Experience	<p>Essential</p> <ul style="list-style-type: none"> • Sound generalist experience in Health, Safety and Wellbeing • Extensive experience in managing health and safety function in a medium to large organisation • Demonstrable experience in conducting end to end investigations • Experience in coaching managers in change management <p>Desirable</p> <ul style="list-style-type: none"> • Experience in Health and Safety within healthcare sector or a related field
Required Knowledge & Skills	<p>Essential</p> <ul style="list-style-type: none"> • Knowledge and commitment to Acts, Agreements, Epworth directions, policies, procedures and employee code of conduct • Well-developed HS&W knowledge and a sound ability to understand & interpret relatable Acts, Regulations and SOPs • Experience in investigations, implementing safety culture and coaching of leaders to deliver desired outcome • Broad experience and skill in HR, injury management/return to work and workcover management • Sound business acumen • Proven ability to influence and coach people leaders and employees • Excellent understanding and ability to lead change management processes in HS&W and within enterprise agreement requirements • Sound time management • A strong customer focus and demonstrated ability to develop effective and positive working relationships at all levels • Excellent people, interpersonal, communication, influencing and presentation skills • Demonstrate role model behaviour • Superior conflict resolution skills • Ability to work autonomously and with senior management <p>Desirable</p> <ul style="list-style-type: none"> • RiskMan experience

Position Description



Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
21/06/2022	14/09/2023	

/8. Employee Position Declaration

I have read and understand the requirements and expectations of the above Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the Key Accountabilities. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Signature: _____

Print Name: _____

Date: _____