

Position Description



1. General Information

Position Title:	Health, Safety and Wellbeing Business Partner
Division/Department:	People & Culture
Position Reports to:	Group Health, Safety and Wellbeing Director
Enterprise/Individual Agreement:	Individual Agreement
Classification/Grade:	Not Applicable
Location:	Geelong (required to travel to Melbourne)
Employment Status:	Part Time (22.8 hrs per week)
Resource Management (for Management positions only) Number of Direct Reports: Budget under management:	Not Applicable
Key Relationships - internal and external	Internal: Health, Safety & Wellbeing Team Broader P&C Team Site Executive General Manager, site Director of Clinical Services and key internal stakeholders External: External Providers/Consultants and WorkSafe Victoria

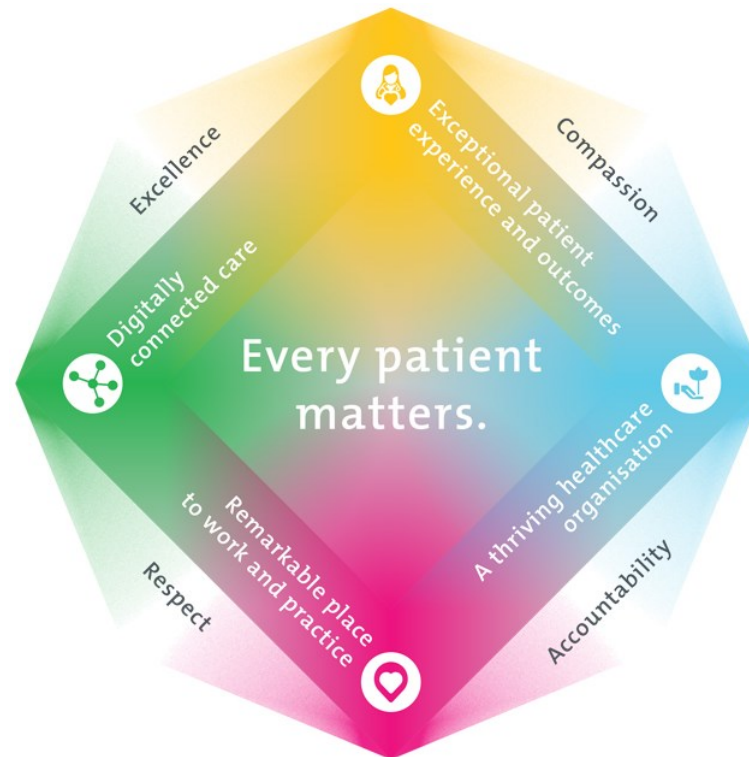
2. Overview of Epworth HealthCare

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

The Health, Safety and Wellbeing Business Partner is responsible for supporting the Geelong site in the operational delivery of health, safety and wellbeing initiatives. Reporting directly to the Group Director, Health, Safety and Wellbeing, this role implements Epworth Group-wide systems, conducts inspections, audits, promotes safe work practices, and supports or leads incident investigations, training, induction, and awareness campaigns.

The role contributes to the development of a positive safety culture, ensures legal and internal compliance, and gives expert advice to the Geelong hospital teams. It is a hands-on, business partnering role focused on helping our leaders lead, by equipping them with the tools, insights and support needed to meet safety obligations and improve health, safety and wellbeing outcomes.

The role is also responsible for preparing monthly site-based Health, Safety and Wellbeing reports, conducting risk assessments, supporting the operation of the site Occupational Health, Safety Committee and site Emergency Planning Committee. As a key member of the Group Health, Safety and Wellbeing team, the Business Partner actively participates in group-wide projects, shares learnings across sites, and contributes to the continuous improvement of safety systems and practices.

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-centered 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>Operational Support and Program Delivery</p> <p>Assist the Geelong site in implementing Group Health, Safety and Wellbeing plans and initiatives by providing advice and support to hospital leaders and staff</p> <p>Support wellbeing and psychosocial safety initiatives across the site</p> <p>Conduct site inspections, audits, and incident investigations to identify risks and assist leaders in developing effective risk management strategies</p> <p>Escalate notifiable and serious incidents to the Group Director, Health, Safety and Wellbeing and Geelong leadership team</p> <p>Contribute to the development and review of safe work procedures, protocols, safety alerts and other safety management system activities, in support of the Group Health, Safety and Wellbeing Systems Manager</p> <p>Participate in the Geelong Operations Committee Meeting, Emergency Planning Committee and relevant site meetings</p> <p>Support the operation and effectiveness of the Geelong Occupational Health and Safety Committee</p>	<ul style="list-style-type: none"> • Program Delivery Rate: 100% of site-based Health, Safety and Wellbeing initiatives implemented in alignment with Group plans. • Incident Escalation Timeliness: 100% of notifiable incidents escalated within 24 hours. • Inspection Completion Rate: 80% of scheduled site inspections and audits completed per quarter. • Committee Action Closure Rate: 90% of Occupational Health and Safety Committee actions tracked and closed within designated timeframes. • Orientation Delivery: 90% of Geelong Orientation sessions facilitated as scheduled.
<p>Risk Management and Technical Support</p> <p>Conduct hazard identification and risk assessments, including ergonomic evaluations</p> <p>Support incident investigations and ensure accurate, timely documentation</p> <p>Review incident reports to confirm completeness and accuracy</p> <p>Provide practical recommendations for risk mitigation and continuous improvement</p> <p>Participate in site-level risk reviews and escalate emerging risks to relevant stakeholders</p>	<ul style="list-style-type: none"> • Risk Assessment Completion Rate: 100% of scheduled risk assessments conducted with control measures identified • Incident Review Timeliness: 100% of incident reviews finalised within five working days of lodgement. • Risk Escalation Effectiveness: 100% of emerging risks escalated to relevant stakeholders within required timeframes. • Stakeholder Satisfaction Score: positive feedback from site leaders on technical support and risk mitigation advice.

<p>Training and Education</p> <p>Deliver Health, Safety and Wellbeing training and mentoring to leaders and staff</p> <p>Support the coordination and delivery of safety training programs across the site, including the facilitation of the Geelong Orientation program</p> <p>Promote awareness of safe work practices and injury management procedures</p> <p>Partner with the Safe Moves Trainers to support and promote safe patient manual handling practices and techniques</p> <p>Contribute to Group-wide safety education initiatives and campaigns</p>	<ul style="list-style-type: none"> • Training Completion Rate: 90% of required Health, Safety and Wellbeing training delivered within designated timeframes. • Education Campaign Participation: active contribution to Group-wide safety education initiatives. • Training Feedback Score: positive feedback from training participants and stakeholders.
<p>Reporting and System Compliance</p> <p>Ensure timely and accurate reporting of incidents, hazards, near misses, and injuries in line with organisational procedures</p> <p>Maintain and update safety records and documentation in relevant systems (e.g., RiskMan, Health, Safety and Wellbeing Teams planner)</p> <p>Support and or lead investigations into incidents and contribute to the development of corrective actions</p> <p>Monitor compliance with legislative and organisational health and safety requirements for Geelong</p> <p>Assist in the preparation of reports and data analysis to inform safety performance and improvement opportunities, including the Health, Safety and Wellbeing Geelong Operations Committee Meeting update</p> <p>Draft documentation on all significant incidents, including incident deep dives and safety alerts, in consultation with the Executive General Managers and HSW Team</p>	<ul style="list-style-type: none"> • Reporting Compliance: incidents, hazards, and near misses reported and documented within required timeframes • Monthly Report Completion: 100% of Health, Safety and Wellbeing reports submitted to the Geelong Operations Committee on time. • Corrective Action Implementation: 85% corrective actions implemented within designated timeframes • System Update Accuracy: 100% of RiskMan entries and Teams planner updates completed within timeframes • Audit Readiness: 100% preparation of internal audit as per schedule

<p>Continuous Improvement and Collaboration</p> <p>Participate in safety audits, inspections, and risk assessments to identify improvement opportunities</p> <p>Collaborate with site leaders, staff, and external stakeholders to enhance safety culture and practices</p> <p>Contribute to the development and review of Health, Safety and Wellbeing policies, procedures, and resources</p> <p>Identify trends and emerging risks through data analysis and stakeholder feedback</p> <p>Champion a proactive and inclusive approach to safety and wellbeing across the Geelong site</p>	<ul style="list-style-type: none"> • Implementation of improvement initiatives based on audit and inspection outcomes • Improvement Initiative Delivery: minimum of 2 site-led Health, Safety and Wellbeing improvement initiatives implemented per quarter • Stakeholder Engagement Score: positive feedback from internal and external stakeholders on collaboration and support • Policy Review Completion Rate: 100% of site-level policies and procedures reviewed within scheduled cycles • Risk Trend Reporting Frequency: monthly reporting of emerging risks and safety trends • Safety Culture: demonstrated improvement in staff engagement and safety culture metrics (via annual survey or feedback tools)
<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. 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"> • Role model and actively promote a culture of high quality patient care • 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 expectations and issues, using multiple strategies • Uses data (such as patient experience feedback) to identify opportunities for improvement in internal processes and systems that directly impact patient care and customer service • Responds quickly and proactively escalate concerns when necessary • Role model and actively promote a culture of high-quality patient care and experience by ensuring that solutions, practices and procedures (such as 	<ul style="list-style-type: none"> • Patient and customer service satisfaction surveys within agreed targets • Use AIDET principles in all interactions • Compliments to complaints ratios • Completes leader rounding at agreed frequency • Issues are escalated to the manager and resolved in a timely manner

<p>hourly rounding, leader rounding and bedside handover) are carried out with empathy and compassion</p>	
<p>Safety and Wellbeing</p> <p>To ensure a safe workplace is provided for all employees and other personnel including contractors, agency staff, volunteers and students.</p> <ul style="list-style-type: none"> • All employees and other personnel under the authority of the manager are fully informed of the hazards associated with their work activities, adequately trained and instructed in safe work procedures and appropriately supervised. Participate actively and positively in the area of health and safety to reduce all hazards and incidents within the workplace • Integrate and review OHS performance in staff PDPs • Ensure all direct reports are held accountable for safety performance and actions 	<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

7. Position Requirements/Key Selection Criteria

COMPONENT	
Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Certificate IV or higher in Occupational Health and Safety <p>Desirable</p> <ul style="list-style-type: none"> • Additional certifications in Mental Health First Aid, Workplace Wellbeing, Incident Investigation, or Risk Management
Previous Experience	<p>Essential</p> <ul style="list-style-type: none"> • Proven experience in a health, safety and wellbeing advisory or business partnering role within a medium to large organisation • Demonstrated capability in leading incident response and investigations, including root cause analysis and corrective action planning • Track record of partnering with leaders and cross-functional teams to embed safety and wellbeing into operational practices <p>Desirable</p> <ul style="list-style-type: none"> • Experience in designing and implementing wellbeing initiatives that support cultural change • Background in facilitating leadership engagement and capability-building in health, safety and wellbeing
Required Knowledge & Skills	<p>Essential</p> <ul style="list-style-type: none"> • Comprehensive understanding of Victorian occupational health and safety legislation, codes of practice, and regulatory frameworks • Proven ability to lead end-to-end incident investigations, including root cause analysis, stakeholder engagement, documentation, and implementation of corrective actions • Demonstrated ability to deliver training programs, workshops, and awareness campaigns across diverse teams • Proficient in interpreting safety data and analytics to inform decision-making and continuous improvement • Excellent written and verbal communication skills, with the ability to influence and engage stakeholders at all levels <p>Desirable</p> <ul style="list-style-type: none"> • Experience in Health and Safety within healthcare sector or a related field • Familiarity with change management principles and embedding safety and wellbeing into organisational culture

Position Description



Personal Attributes & Values All employees are expected to consistently work in accordance with Epworth's values and behaviours <ul style="list-style-type: none">• Compassion• Accountability• Respect• Excellence	Essential <ul style="list-style-type: none">• Strong commitment to fostering safe, inclusive, and mentally healthy workplaces• High level of integrity, empathy, and ethical conduct in all interactions• Proactive and solutions-focused, with resilience in dynamic and fast-paced environments• Exceptional interpersonal skills and ability to build trusted relationships across all levels of the organisation• Collaborative mindset with a focus on continuous learning and improvement• Willingness and capacity to travel to Melbourne sites as required
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Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
24/04/2023	8/08/2025	Group Director Health, Safety and Wellbeing

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: _____