

1. General Information

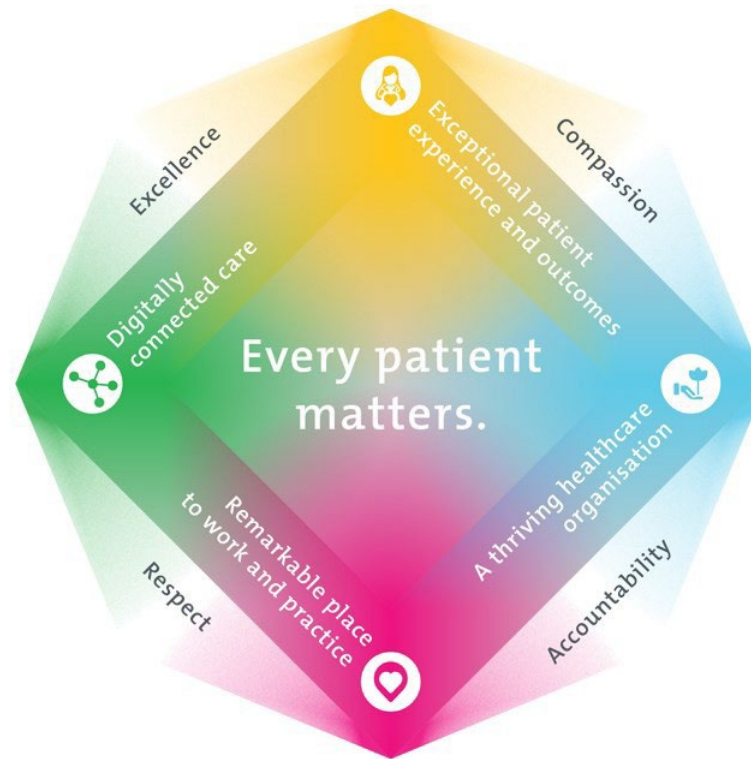
Position Title:	Health, Safety and Wellbeing Business Partner
Division/Department:	People & Culture
Position Reports to:	Group Health, Safety and Wellbeing Director
Enterprise/Individual Agreement:	Individual Agreement
Classification/Grade:	Not Applicable
Location:	Epworth Freemasons (East Melbourne) This role is primarily based onsite. The employee may work from home one day per week, subject to operational requirements. Attendance onsite is mandatory in the event of any incident, emergency, or WorkSafe-related matter.
Employment Status:	Full Time (38 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 and 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 role is responsible for supporting Epworth Freemasons 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 Eastern and Camberwell 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> <ul style="list-style-type: none"> Assist Epworth Freemasons in implementing the Group Health, Safety and Wellbeing Plan, and initiatives by providing advice and support to hospital leaders and staff. Support wellbeing and psychosocial safety initiatives across the sites. Conduct site inspections, audits, and incident investigations to identify risks and assist leaders in developing effective risk management strategies. Escalate notifiable and serious incidents to the Group Director, Health, Safety and Wellbeing immediately and Eastern and Camberwell leadership teams in a timely manner. 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. Participate in the Eastern and Camberwell relevant operational committees and meetings. Support the Freemasons Emergency Planning Committee. Support the operation and effectiveness of the Freemasons Occupational Health and Safety Committee. 	<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 to the Group Director, Health, Safety and Wellbeing immediately. Inspection Completion Rate: 80% of scheduled workplace inspections 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 Eastern and Camberwell Orientation sessions facilitated as scheduled.
<p>Risk Management and Technical Support</p> <ul style="list-style-type: none"> Participate in site-level risk reviews and escalate emerging risks to relevant stakeholders. Conduct hazard identification and risk assessments, including ergonomic evaluations. Support incident investigations and ensure accurate, timely documentation. Provide practical recommendations for risk mitigation and continuous improvement. Monitor compliance with legislative and organizational health and safety requirements for Eastern and Camberwell. 	<ul style="list-style-type: none"> Risk Assessment Completion Rate: 100% of requested risk assessments conducted with control measures identified. Incident Investigation Review Timeliness: 100% of incident reviews finalised within 30 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.

Position Description



<p>Training and Education</p> <ul style="list-style-type: none"> • Deliver Health, Safety and Wellbeing training and mentoring to leaders and staff. • Support the coordination and delivery of safety training programs across the site, including the facilitation of the Freemasons Orientation program. • Partner with the Safe Moves Trainers to support and promote safe patient manual handling practices and techniques. • Contribute to Group-wide safety education initiatives and campaigns. 	<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> <ul style="list-style-type: none"> • Ensure timely and accurate reporting of incidents, hazards, near misses, and injuries in line with organizational procedures. • Maintain and update safety records and documentation in relevant systems (e.g., RiskMan, Health, Safety and Wellbeing Teams folders). • Assist in the preparation of reports and data analysis to inform safety performance and improvement opportunities. • Participate where requested in drafting documentation on significant /notifiable incidents, including incident deep dives and safety alerts. • Contribute to the development and review of Health, Safety and Wellbeing policies, procedures, and resources. 	<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 scorecard submitted. • Corrective Action Implementation: 85% corrective actions implemented within designated timeframes. • Policy Review Completion Rate: 100% of site-level policies and procedures reviewed within scheduled cycles.
<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"> • 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
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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 Incident Investigation, Risk Management or Auditing
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 organization, with a minimum of 2 years previous experience in a similar role • Demonstrated capability in leading incident response and investigations, including root cause analysis and corrective action planning • Previous experience with partnering with leaders and cross-functional teams to embed health, safety and wellbeing into operational practices • Demonstrated ability to deliver training programs, workshops, and awareness campaigns across diverse teams <p>Desirable</p> <ul style="list-style-type: none"> • Background in facilitating leadership engagement and capability-building in health, safety and wellbeing

Position Description



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 • 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 health, safety and wellbeing into organisational culture
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 	<p>Essential</p> <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 sites as required

Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
22/02/2026	June 2026	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: _____