

# POSITION DESCRIPTION



## Safety and Wellbeing Business Partner – Engagement, Education & Research Divisions

### POSITION DETAILS

|                 |                                                                |
|-----------------|----------------------------------------------------------------|
| Position Title  | Safety & Wellbeing BP – Engagement, Education and Research Div |
| Classification  | HEW Level 8                                                    |
| Position Number | MP053                                                          |
| School/Office   | Safety and Wellbeing / People and Culture                      |
| Division        | Division of Operations                                         |

### POSITION PURPOSE

The Safety and Wellbeing Business Partner – External Engagement, Student Education and Research Divisions is responsible for supporting the delivery of proactive, safe, compliant, and risk-aware practices across all activities of these Divisions including contractor, plant and equipment, and field work related activities. The role provides expert advice and operational support to ensure the University meets its legislative obligations and maintains a psychologically and physically safe working and learning environment.

This position plays a key role in injury prevention, workers compensation support, wellbeing support, and compliance assurance. It works collaboratively with the Safety and Wellbeing Business Partner Lead, HR Business Partners, and operational leaders to embed safety into strategic plans and day-to-day activities.

### KEY ACCOUNTABILITIES

- Implement and monitor the University's WHS Management System across the External Engagement, Student Education and Research Divisions, ensuring alignment with legislative requirements and industry standards.
- Provide expertise regarding systemic control of hazards related to psychological factors, events, office environments, emerging technologies including Large Multimodal Models, plant and equipment, and research related activities.
- Conduct and support activities like risk assessments to ensure both psychological and physical safe environments.
- Coordinate and support risk reducing activities like incident investigations. Ensuring safety competency of leadership, accurate reporting, root cause analysis, and implementation of corrective actions.
- Deliver safety education and awareness programs, including training, workshops, toolbox

- styled talks tailored to the unique operational environments.
- Monitor safety performance metrics and contribute to continuous improvement initiatives.
- Provide advice and support on injury prevention and workers compensation, including early intervention and return-to-work coordination in partnership with the Injury Management Coordinator.
- Assist in the development and review of safety procedures, guidelines, and resources specific to operational risks and compliance requirements.
- Conduct audits/inspections to assess compliance with WHS legislation and internal standards and support the implementation of recommendations.
- Foster strong relationships with operational leaders and staff, promoting a culture of safety, accountability, and continuous improvement.
- Undertake other duties consistent with the classification level as directed.

## QUALIFICATIONS, EXPERIENCE AND SKILLS

- A degree in Work Health and Safety, Risk Management, or a related field, or an equivalent combination of relevant experience and/or education/training.
- Demonstrated experience in WHS risk management, particularly in operational environments such as construction, maintenance, or facilities.
- Demonstration of risk knowledge in or strong interest in emerging technologies (such as robotics and digital technology e.g. Large Multi-modal Models) and related impacts
- Knowledge of WHS legislation, codes of practice, and injury management frameworks.
- Experience supporting workers compensation and return-to-work processes.
- Strong interpersonal and communication skills, with the ability to build relationships and influence stakeholders.
- Proven ability to work independently and collaboratively in a complex environment.
- Experience in delivering training and facilitating safety-related discussions.
- High-level analytical and problem-solving skills, with the ability to interpret data and develop practical solutions.

## KEY RELATIONSHIPS

This position reports to:  
Manager, Safety and Wellbeing Business Partner

This position has a dotted line relationship to:  
Nil

This position supervises:  
Nil

Key internal relationships:

- Divisional leads e.g. Director of Operations
- Safer Communities Lead
- Laboratory Safety Specialist
- HR Business Partners and Talent and Acquisition partners
- Injury Management Coordinator
- Safety and Wellbeing team
- Professional and technical staff

Key external relationships:

- Contractors and service providers

- WHS regulators and industry bodies
- External safety consultants and training providers

## CHALLENGES

- Supporting high-risk operational environments with diverse safety needs.
- Promoting proactive safety behaviours and compliance in dynamic work settings.
- Identification of risks associated with emerging technologies.
- Balancing operational support with strategic safety initiatives.
- Switching between multiple competing priorities in a dynamic operational environment, ensuring each task reaches a high standard of completion.
- Ensuring compliance with evolving WHS legislation and university policy.

## UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

### **Approved by (Position):**

Director, Safety & Wellbeing

### **Date:**

12/07/2026