

# Position Description

## WHS Business Partner

### Why work with us

Every child and young person deserves a great education.

We have a strategy that aims to unlock every child’s potential now and into the future, one that in partnership with learners, students, parents and the wider South Australian community will build a world-leading public education system. One that is equitable and prioritises learning and wellbeing.

Together we will make our education system the best it can be.

When our children and young people thrive, so do our communities and our state.

### Our values

We are part of the South Australian public sector and share the values of:

							
<b>SERVICE</b>	<b>PROFESSIONALISM</b>	<b>TRUST</b>	<b>RESPECT</b>	<b>COLLABORATION &amp; ENGAGEMENT</b>	<b>HONESTY &amp; INTEGRITY</b>	<b>COURAGE &amp; TENACITY</b>	<b>SUSTAINABILITY</b>
We proudly service the community and the South Australian Government.	We strive for excellence.	We have the confidence in the ability of others.	We value every individual.	We create solutions together.	We act truthfully, consistently, and fairly.	We never give up.	We work to get the best results for current and future generations of South Australians.

### About this role

The WHS Business Partner (WHS BP) is responsible for the provision of expert Work, Health and Safety (WHS) knowledge and advice to education sites, partnerships and corporate divisions. The WHS BP will use WHS expertise and skills to build capacity and add value to sites while achieving performance in accordance with whole of government public sector targets.

The WHS BP contributes to the development, implementation, coordination and review of the Safety Management System in consultation with executive leaders, site leaders, corporate business units and WHS unit.

The WHS BP establishes effective business partnerships through strong customer engagement and coaching and, develops capacity while responding to operational needs.

The WHS BP promotes a safety culture where people feel safe and supported.



<b>Position title</b>	WHS Business Partner
<b>Classification</b>	ASO7
<b>Division</b>	People and Culture
<b>Directorate</b>	Workforce Relations and Safety
<b>Location</b>	31 Flinders Street, Adelaide, with flexible working arrangements available
<b>Reports to</b>	Lead WHS Business Partner, Work Health and Safety
<b>Direct reports</b>	Nil
<b>Role description date</b>	March 2026

### What you will do (key outcomes)

1. Provide high level, expert WHS advice and direction to Education and Corporate Directors, site leaders and corporate business units to drive a high performing safety culture that will achieve a healthy and safe work environment within the department.
2. Coach, advise and support Education and Corporate Directors, site leaders and their delegates, and Health and Safety Representatives (HSRs) on the requirements of the Safety Management System.
3. Develop WHS capacity and capability of Education and Corporate Directors, site leaders and their delegates, and HSRs through the initiation and delivery of training, engagement programs and audit activities.
4. Develop and facilitate consultation and engagement strategies with Education and Corporate Directors, site leaders and their delegates, and HSRs to ensure statewide integration of WHS objectives.
5. Work collaboratively with relevant internal and external stakeholders to drive an integrated approach to WHS through effective business partnerships.
6. Monitor and maintain relevant WHS data sets to formulate reporting, undertake subsequent analysis and evaluations to support strategic engagement with relevant stakeholders including Education and Corporate Directors.
7. Provide support to site leaders with or conduct high level incident investigations in a timely manner while capturing learnings for system improvements.
8. Draft, and/or contribute to, briefings to the Minister, Chief Executive, Executive Director, People & Culture and Crown Solicitor's Office.
9. Support site leadership in dealings with external agencies such as SafeWork SA and the Office of the Technical Regulator
10. Assist with the internal review and continuous improvement of the safety management system by proactively reporting relevant information, experiences, and queries from sites for consideration by the WHS Unit.
11. Support high level project work aligning with the priorities of the Workforce Relations and Safety directorate

- 12. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

### The capabilities you will bring (key competencies)

- **WHS Advice and Consultancy:** Proven experience in providing expert WHS advice and consultancy services in a large organisation with proven engagement, collaboration and negotiation skills and the capability to build, maintain and utilize relationships with stakeholders.
- **Relationships and Partnerships:** Strong ability to select and apply appropriate high-level communication and interpersonal skills to build and maintain effective working relationships. Proven effectiveness in coaching and developing senior leaders, HSRs and workers in safety and organisational culture.
- **WHS Systems and Frameworks:** Proven experience developing and implementing WHS management and compliance frameworks and initiatives, including developing policies, systems, processes, auditing, and monitoring.
- **Autonomy:** Proven ability to operate effectively under broad direction within a team, exercise judgement, initiative, and significant delegated authority to determine priorities and methodology, identify performance outcomes and resolve complex and sensitive problems and issues.
- **Analyse and Report:** Sound analytical skills, including the ability to analyse and interpret information, prepare high quality written reports, manage challenges creatively and achieve business focused safety solutions.
- **Technical knowledge:** Experience in the provision of technical WHS advice, demonstrated knowledge of specific Public Sector Policies in relation to safety, an in-depth understanding of the WHS Act, Regulations and Codes of Practice.

Who you will work with (key relationships)	Qualifications
<p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>• Director, Workforce Relations and Safety</li> <li>• Assistant Director, Work, Health and Safety</li> <li>• WHS unit</li> <li>• Injury Management Unit</li> <li>• People and Culture Units</li> <li>• Education and Early Childhood, Education and Corporate Directors</li> <li>• Site leaders</li> <li>• Infrastructure Division</li> <li>• Incident Management Directorate</li> </ul> <p><b>External:</b></p> <ul style="list-style-type: none"> <li>• SafeWork SA</li> <li>• Office of the Technical Regulator</li> <li>• External Contractors</li> </ul>	<p><b>Essential:</b></p> <p>Nil</p> <p><b>Desirable:</b></p> <p>An appropriate tertiary qualification in: Occupational Health and Safety Management, Risk Management or other related discipline OR Cert IV in WHS or relevant experience in a similar role</p>



Corporate responsibilities	Special conditions
<p>Keep accurate and complete records</p> <p>Act appropriately in line with the Public Sector Code of Ethics at all times</p> <p>Support diversity and promote an inclusive workplace for everyone</p> <p>Maintain a commitment to Work Health and Safety legislative requirements</p>	<p>You must hold a current and valid driver's license and be willing to drive</p> <p>You may be asked to work out of hours</p> <p>You may need to travel within or outside South Australia</p> <p>You need to achieve mutually agreed performance goals</p> <p>You must have a current Working with Children Check</p> <p>You must do Responding to Risks of Harm, Abuse and Neglect – Education and Care training</p> <p>You must be an Australian resident or provide evidence you have a current work permit</p>

<p><b>Assessed by:</b> Valentina Lopez, P&amp;C Advisor</p>		<p><b>Approved by:</b> David Randall, Assistant Director, Work, Health and Safety</p>	
<p><b>Date:</b> March 2026</p>		<p><b>Date:</b> March 2026</p>	