

### WHS Partner

## JOB SPECIFICATION

### 1 BROAD PURPOSE OF POSITION

The WHS Partner contributes to the achievement of Adelaide Cemeteries' business outcomes by providing co-ordination, evaluation, administrative and WHS project support for a broad range of business initiatives. This includes implementation of the WHS Plan. The WHS Partner also supports the business to develop policy, operational procedure reviews and administers compliance training.

### 2 OUR VALUES

Adelaide Cemeteries fulfils a special role within our communities. At our heart, we provide essential services and information to help people navigate one of life's most significant and challenging events, death. Our Organisational Values express what Adelaide Cemeteries stands for, the way we present ourselves and our cemeteries, how we work together, make decisions and most importantly, how we treat our customers. It is important that every Adelaide Cemeteries employee "lives and breathes" our Organisational Values.

Our Values are:

- Courageous:** Say what we believe in and be willing to challenge and be challenged.
- Honest:** Be open, transparent and invite constructive feedback.
- Accountable:** Own our actions.
- Respectful:** Feel empathy, be considerate and willing to help.
- Trusting:** Have confidence in the ability of others.

### 3 KEY OUTCOMES

#### 3.1 Work Health Safety

Working collaboratively with the Work Health Safety Committee to develop quality assurance plans by:

- 3.1.1 Ensuring hazards and unsafe workplace conditions and work practices have been identified, reported and are being acted on
- 3.1.2 Maintaining incident and hazard reporting register including conducting hazard analyses; identifying critical control points and preventive measures; establishing critical limits
- 3.1.3 Working collaboratively with the WHS Committee to develop and review WHS policies and procedures
- 3.1.4 Monitoring procedures, corrective actions, and verification procedures
- 3.1.5 Managing and overseeing inventories and inspections
- 3.1.6 Validation of project processes and developed safe working procedures (SWP's) by establishing product specifications. Measuring productivity; documenting evidence and determining operational performance.
- 3.1.7 Work with People and Culture Manager and WHS Committee to deliver a credible well-being program for all employees.

#### 3.2 Accreditation and Compliance

- 3.2.1 Contributing to preparing and completing action plans
- 3.2.2 Information gathering and analysis for operational plans and reviews
- 3.2.3 Implementing operational, productivity, Project, and customer-service standards
- 3.2.4 Identifying and resolving problems
- 3.2.5 Coordination and completion of audits and inspections
- 3.2.6 Determining system improvements and implementing change.

#### 3.3 Contractor and Vendor Management

- 3.3.1 Develop guidelines and training, ensuring compliance with relevant legislation and regulations.
- 3.3.2 Preparation of project documentation and recording systems for contractor management and suppliers.
- 3.3.3 Development of vendor and contractor management systems.

### **3.4 Asset Management**

- 3.4.1 Collaborate with Quality Manager, Operations to develop working documentation and records for Asset Management Plan, including plant machinery.
- 3.4.2 Delivery of appropriate documentation and schedules for maintenance and renewals.

### **3.5 Learning and Development**

- 3.5.1 Facilitating and delivering WHS training sessions to ensure staff and volunteers undertake their role safely including developing operational skills and grave digging practice standards.
- 3.5.2 Collaborate with Quality Manager, Operations and People and Culture Manager to engage providers in delivery of a broad range of civil and WHS training.

### **3.6 General**

- 3.6.1 Provide support to Team Leaders/Management to develop the delivery of WHS Inductions for all workers including Contractors/Labour Hire,
- 3.6.2 Provide Return to Work (RRTW) support to injured workers, when necessary,
- 3.6.3 Coordinate well-being initiatives,
- 3.6.4 Purchasing and budgeting in accordance with Adelaide Cemeteries' procurement policy, guidelines, and procedures,
- 3.6.5 Any other duties as agreed and required

### **4 KEY RESPONSIBILITIES AND ASSOCIATED ACTIVITIES**

- 4.1 Develop and maintain cohesive and productive relationships with all stakeholders.
- 4.2 Work collaboratively across all departments to deliver agreed projects.
- 4.3 Coordinate, research and draft reports, manuals, handbooks as agreed.
- 4.4 Significantly contribute to the development and implementation of best practice organisational administration systems
- 4.5 Administration of organisation plans and supplementary information

### **5 ADDITIONAL ORGANISATIONAL REQUIREMENTS**

- 5.1 Commitment to working flexibly with some out of hours work required
- 5.2 Ability to communicate effectively, interact with co-workers, managers, and public.
- 5.3 Will be required to participate in an approved performance management program
- 5.4 Will be required to participate in relevant trainings to satisfy compliance and health and safety requirements
- 5.5 Will be required to submit police history checks
- 5.6 Commitment to the principles and practices of ethical conduct, equity, and respectful behaviour within the workplace
- 5.7 Continuous improvement and quality assurance
- 5.8 High quality, sensitive customer service delivery standards
- 5.9 A flexible approach to the taking of leave is required
- 5.10 The ability to work calmly under pressure.

### **6 WORK HEALTH SAFETY REQUIREMENTS**

- 6.1 You should not undertake any task unless you have been adequately trained and are qualified in accordance with Work Cover and other requirements to undertake the task
- 6.2 Always ensure that you and your fellow employees utilise safe working procedures and personal protective equipment applicable to the task to be undertaken. This

obligation applies to each aspect of work to be carried out by all employees and contractors

- 6.3 Immediately report any condition, which threatens your safety, the safety of a co-worker or member of the public
- 6.4 Where necessary, take immediate corrective action where something poses a threat to health and safety. Further, report and document any corrective action to the appropriate worker to ensure that the situation does not recur.

## 7 ENVIRONMENTAL REQUIREMENTS

Contribute to the successful implementation of Adelaide Cemeteries' Environmental Management System by complying with Adelaide Cemeteries' environmental policies and obligations to ISO140001 Environmental Management Systems by taking appropriate action in areas such as:

- 7.1 Supporting Adelaide Cemeteries to fulfil its compliance obligations to protect the environment by preventing or mitigating adverse environmental impacts
- 7.2 Have an awareness and understanding of the requirements of the Environmental Management System
- 7.3 Actively participate in environment awareness training
- 7.4 Make suggestions to Top Management or the EMSC regarding opportunities for continual improvement
- 7.5 Demonstrate commitment with respect to the Environmental Management System and all activities associated with the reduction of Adelaide Cemeteries' greenhouse gas emissions, including but not limited to:
  - 7.5.1 Maximising the diversion of waste from landfill from business operations
  - 7.5.2 Encourage the efficient use of water
  - 7.5.3 Consider the lifecycle perspective of an activity, product, or service
  - 7.5.4 Protection of Adelaide Cemeteries environmental assets
  - 7.5.5 Minimise power requirements whenever possible.

## 2 PROCUREMENT OFFICERS

Officers with a requirement to procure goods and services, manage contracts and budgets on behalf of Adelaide Cemeteries are required to discharge procurement and contract management duties in accordance with Adelaide Cemeteries' Procurement Framework.

### PERSON SPECIFICATION

#### QUALIFICATIONS

**Essential** – Graduate or Diploma in WHS

#### KNOWLEDGE, SKILLS, AND EXPERIENCE

##### **Essential**

- Knowledge and effective interpretation of WHS Legislation.
- Strong record, administration and analytical skills
- Ability to respond and communicate effectively with range of stakeholders
- Proficient report writing skills
- Demonstrated experience in the application of policies, procedures, and legislation
- Ability to work independently to achieve results while prioritising competing deadlines
- Proven ability to exercise confidentiality, initiative, and discretion
- Ability to foster positive working relationships with diverse groups and individuals
- Ability to build and maintain key relationships including sound communication, negotiation and influencing skill
- Project coordination skills to work efficiently on multiple projects
- Ability to work autonomously while planning and prioritising work appropriately
- Current SA drivers' licence and ability to provide satisfactory police checks.

##### **Desirable**

- Experience working in a cemetery environment
- Broad understanding of the functions and services of the Adelaide Cemeteries Authority.
- Knowledge of the *Public Corporations Act 1993 (SA)* and *Adelaide Cemeteries Authority Act 2001*