

Job and Person Specification

Title of Role: Chief Officer

Remuneration Level: PO5

Business Unit: Chemical Hazards and
Explosive Materials

Type of Appointment: ongoing

Division: SafeWork SA

Position Number: [REDACTED]

Job and Person Specification Approval

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DELEGATE

Primary Purpose

The primary purpose of the Chief Officer is to provide expert specialist advice to the Manager Chemical Hazards and Explosive Materials (CHEM), Executive Officers, the Minister and industry in relation to policy, and work direction to facilitate business planning in relation to matters concerning dangerous goods, explosives, hazardous chemicals and chemicals of security concern. The Chief Officer is responsible for initiating the development, implementation and review of policies, programs and planning in relation to the regulations of explosives and dangerous substances.

Reporting Relationships

- Manager Chemical Hazards and Explosive Materials

Key Relationships/Interactions

- Chief Inspector, Compliance & Enforcement
- Manager, Policy and Governance
- Executive Team;
- Team Members & Leaders;
- Other Managers;
- Administration staff;
- Other government agencies (state & national); and
- External Agencies including SafeWork Australia
- Private sector organisations such as PCBUs, unions, industry associations.

External

- Competent Authorities Panel (Dangerous Goods Transport)
- Australian Forum of Explosives Regulators
- National Transport Commission
- National Advisory Group on Chemicals of Security Concern
- Safe Work Australia
- Federal Attorney-General's Department
- Other government agencies, (state & national)

Key Challenges



- Promoting issues of strategic importance to SafeWork SA business plan and dangerous substances policy at inter-jurisdictional forums to achieve acceptable levels of national consistency.
- Cross jurisdictions interactions.
- Service delivery complexities.

Special Employment Conditions

- Some out of hours work may be required
- Some intra and interstate travel requiring overnight absences may be required
- Possession of a class 1 driver's licence
- Subject to completion of a satisfactory police (criminal) and ASIO (politically motivated violence) security check

AGD Conditions

- Participation in bi-annual performance review and development;
- Actively participate in all mandatory training requirements;
- Abide by the standards in the Code of Ethics for the South Australian Public Sector (the Code), relevant legislation and AGD policies and procedures; and
- Employment is dependent upon a National Police Certificate clearance that the AGD finds satisfactory.

Flexible Working Arrangement Options

The South Australian public sector promotes diversity and flexible ways of working including part-time. You are encouraged to discuss the flexible working arrangements for this role. Flexible working arrangement options for this role may include:

- Flexitime
- Part-time
- Job Sharing
- Compressed weeks
- Work from home or telework arrangements
- Remote working arrangements

Responsibilities

This Job and Person Specification provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform. The Chief Officer is responsible for:

Key responsibilities	Specified Duties	Performance Indicator/Measurement
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<p>Provision of specialist advice</p>	<ul style="list-style-type: none"> • Provide high level scientific/policy support and expert specialist advice to Executive Officers, staff of the agency, and the Minister for Transport. • Provide high level expert specialist advice to the Executive Director, on chemicals of security concern. • Provide high level expert specialist advice to other government agencies and industry on explosives, dangerous substances, and chemicals of security concern. • Provide expert specialist advice to the National Transport Commission, related to development and maintenance of dangerous goods transport model legislation. • Provide expert specialist advice to the Australian delegate to the United Nations Committee of Experts on the Transport of Dangerous Goods and the UN Explosives Expert Working Group. 	<ul style="list-style-type: none"> • Quality and timeliness of advice. • A high level of consistency obtained in the expert advice. • Positive feedback from stakeholders.
<p>Administer legislation involving complex policy matters</p>	<ul style="list-style-type: none"> • Identify and manage operational strategies in enforcement and the administration of the <i>Explosives Act 1936</i>, the <i>Dangerous Substances Act 1979</i> and associated regulations • Assess highly complex applications for dangerous goods transport exemptions, determinations and approvals and present them to the national Competent Authorities Panel for national recognition. • Provide leading professional specialist knowledge to other professional officers within the Dangerous Substances Team. • Approve licences and permissions that are of highly complex nature or require significant policy decision. • Initiate and manage policy development, implementation and review, and strategic planning consistent with the Business Plan. 	<ul style="list-style-type: none"> • Operational outcomes delivered within agreed timeframes. • Policies and procedures are implemented and up-to-date. • Government Explosives Reserve Security Management Plan maintained and up to date.
<p>Manage the development and maintenance of legislation</p>	<ul style="list-style-type: none"> • Participate in the new explosives legislation development. • Participate in the National Transport Commission dangerous goods transport legislation maintenance program. • Provide drafting instructions for new or amended legislation for dangerous goods transport. 	<ul style="list-style-type: none"> • Stakeholders consulted in a timely manner • Support material prepared and delivered in a timely manner.



<p>Represent Agency</p>	<ul style="list-style-type: none"> • Represent SafeWork SA and the State at the national Dangerous Goods Transport Competent Authorities Panel. • Represent SafeWork SA and the State at the National Transport Commission working groups developing national legislation for dangerous goods transport. • Represent the State on the national program for chemicals of security concern and the national Advisory Group on Chemicals of Security Concern. 	<ul style="list-style-type: none"> • Interjurisdictional and stakeholder issues are resolved collaboratively. • Effective stakeholder engagement and consultation at all levels of government and external organisations.
<p>Contribute to culture</p>	<ul style="list-style-type: none"> • Actively participate and contribute to responsible and safe work practices • Embrace diversity and cultural differences in the workplace 	<ul style="list-style-type: none"> • WHS legislation and SafeWork SA policies and procedures are adhered to • Respectful behaviour observed when dealing with diversity/differences of opinion.

Technical Expertise

Qualifications, Skills, Knowledge and Experience relevant to the role

<p>Technical Expertise (Essential)</p>	<ul style="list-style-type: none"> • Appropriate degree in science or engineering majoring in chemistry, chemical engineering or an equivalent discipline. • High level of problem solving and analytical skills, with capacity to lead, plan, coordinate and control approved projects and programs and take responsibility for outcomes. • Experience in legislation development, writing reports, interpersonal and planning skills. • Capacity to manage highly complex projects in relation to the area of expertise (i.e. dangerous goods, explosives). • Experience in implementing, applying and advising on legislation such as the <i>Dangerous Substances Act 1979, Explosives Act 1936</i>. • Knowledge and experience in applying and evaluating research principles related to the discipline and capacity to develop appropriate policy advice and legislative reform initiatives.
<p>Technical Expertise (Desirable)</p>	<ul style="list-style-type: none"> • Broad knowledge of WHS legislation • Experience in management capacity in the relevant (or related field) • Knowledge of and capacity to develop quality improvement processes. • A postgraduate qualification in hazard management or equivalent.

Behavioural Capabilities

Descriptors below detail the behavioural capabilities required for performance in the Chief Officer. KEY behaviours for this role are listed with the critical behaviours highlighted in **bold**. These behaviours have been drawn from a larger number of relevant behaviours in AGD's Performance Matrix. This broader group of behaviours are applicable to your ongoing success in the role.



	Strategic Focus	Results Orientation	Service Delivery Excellence	Relationship Management	Professional Approach and Drive
Strategic	Shapes Strategic Thinking and Change	Achieves Organisational Results	Drives Business Excellence	Forges Relationships and Engages Others	Exemplifies Personal Drive and Professionalism
Tactical	Promotes Strategic Thinking and Change	Achieves Team Results	Delivers Business Excellence	Establish Relationships and Engages Others	Models Personal Drive and Professionalism
Operational	Supports Strategic Direction	Achieves and Monitors Own Results	Supports Service Delivery Excellence	Fosters Working Relationships	Supports Personal Drive and Professionalism
Foundational	Understands the Strategic Direction	Achieves Individual Results	Contributes to Service Delivery Excellence	Maintains Working Relationships	Demonstrates Personal Drive and Professionalism

Category and level	Behaviours
Exemplifies Personal Drive and Professionalism (Strategic)	<ul style="list-style-type: none"> • Provides impartial and constructive advice and clearly voices professional opinion where necessary • Willing to embrace risk in decision making • Models professionalism and confidentiality when dealing with sensitive issues • Upholds and promotes a high standard of wellbeing for self and others
Achieves Team Results (Tactical)	<ul style="list-style-type: none"> • Provides clear direction on how to achieve outcomes • Is accountable for the delivery of quality, timely and cost effective results • Critically evaluates the problem in its entirety before identifying and implementing best possible solution • Confidently makes decisions showing good judgement
Delivers Business Excellence (Tactical)	<ul style="list-style-type: none"> • Identifies trends, potential problems and opportunities and incorporates into plans • Identifies and manages capability and expertise of the workgroup to achieve outcomes • Promotes and ensures a strong focus on internal and external customer service • Sets clear performance standards that are linked to business unit outcomes.
Establish Relationships and Engages Others (Tactical)	<ul style="list-style-type: none"> • Represents the agency and public sector effectively in public and government forums • Maintains awareness of the political context and acts accordingly • Develops effective working relationships and internal and external networks • Appropriately identifies and collaborates with relevant stakeholders
Promotes Professional Drive and Professionalism (Tactical)	<ul style="list-style-type: none"> • Demonstrates and promotes professionalism and confidentiality when dealing with sensitive issues • Willing to put own views forward and challenges opposing views in a respectful manner • Identifies and considers risk in decision making • Seeks opportunities to strengthen areas for development

Acknowledged by occupant

(Print name)

(Signature)

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Acknowledged by line manager

(Print name)

(Signature & title)

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