

Job and Person Specification

Title of Role: Proactive Compliance
Coordinator

Remuneration Level: AS03

Business Unit: SafeWork SA

Type of Appointment: Ongoing

Division: CEBS

Position Number:

Job and Person Specification Approval

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Primary Purpose

The primary purpose of the Proactive Compliance Coordinator is to coordinate and administrate activities to support SafeWork SA's proactive campaigns and regulation of public events and other specialised projects.

Reporting Relationships

- This position reports to the Manager, Community Retail and Business Services Team (CRBS)

Key Relationships/Interactions

- Manager and Staff in the CEBS Team
- Team Managers, Team Leaders, specialist staff and Inspectors in SafeWork SA
- Members of public events associations and related committees
- Organisers of public events

Key Challenges

- To support the efficient and effective delivery of public events administration and other related activities including compliance campaigns, pre-planned operations
- To engage with and seek information from and to the public events organisers
- To administratively support the Manager and Team Leaders in the execution of public event operational plans

Special Conditions (Optional Insertion)

- Some out of hours work may be required
- Some intrastate travel may be required

AGD Conditions

- Participation in 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)
- Employment is dependent upon a National Police Certificate clearance that the AGD finds satisfactory.

Flexible Working Arrangement Options (Optional Insertion)



- Flexitime arrangements are available in this role

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. Proactive Compliance Coordinator is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
<p>1. Project Management</p>	<ul style="list-style-type: none"> • Administratively support compliance and audit programs in relation to public events, proactive campaigns • Undertake professional, timely and accurate research for project reports prepared by the CRBS team leadership • Prepare information for briefings and advice intended for the Minister, SafeWork SA Executive, Managers and Inspectors as well as industry stakeholders 	<ul style="list-style-type: none"> • Support CRBS team leadership in preparing the annual project plan for public events • Support CRBS team leadership in preparing the annual proactive campaigns program • Support CRBS team leadership in preparing campaign plans at least 6 weeks in advance of commencing any proactive campaign.
<p>2. Public Events Assessment and Coordination</p>	<ul style="list-style-type: none"> • Assess incoming public events checklist and make an initial assessment of the level of risk and likely level SafeWork SA's engagement with the public event • Liaise with public event organisers referring them to guidance materials, prioritising their enquiries and referring the checklist to CRBS team leadership for action. • Monitor the public events assessment checklist email in-box • Organize for onsite facilities and amenities for staff (as required) at public events • Assist in the coordination of on-site resources for all activities before, during and after public events 	<ul style="list-style-type: none"> • All incoming public events checklists are actioned from the in-box • All enquiries from public events organisers are responded to with 3 working days • Assisting in preparing training and briefing material for public events • On site facilities are adequate



<p>3. Proactive Compliance Campaign Support</p>	<ul style="list-style-type: none"> • Coordinate the alignment and completion of the compliance calendar • Ensure the completion and input of data relating to compliance campaigns • Liaise with the Communication team to ensure data is provided for updating social media and the web. 	<ul style="list-style-type: none"> • Compliance campaigns are scheduled • Compliance campaign briefs and plans are completed to the required schedule
<p>4. Industry Engagement</p>	<ul style="list-style-type: none"> • Develop effective working relationships with key public event organisers, • Develop effective working relationships with SafeWork SA management and staff • Provide information to event organizers, local councils, emergency services groups and other government agencies to assist them to ensure legislative compliance and public safety at public events • Attend on behalf of SafeWork SA at a variety of stakeholder public event forums to liaise with public event organisers over administrative aspects of public events relevant to SafeWork SA 	<ul style="list-style-type: none"> • Attend Public Events Coordination meeting both internally and externally meetings. • Event managers and other key stakeholders are liaised with on behalf CRBS team leadership until the conclusion of the event. • Regular communication with organisers, PCBUs and industry groups to ensure SafeWork SA interests at public events are met.
<p>5. Legislative requirements</p>	<ul style="list-style-type: none"> • Responsible and accountable for adhering to the requirements of the WHS Act 2012; relevant WHS Regulations 2012; the Equal Opportunity Act 1984; the PS Act 2009; the Code of Ethics for Public Sector employees; the principles of diversity; and the Department's policies and procedures; • Keep accurate and complete records of business activities in accordance with the State Records Act 1997. 	<ul style="list-style-type: none"> • Active participation and contribution in responsible and safe work practices. • Abides by the Acts, Regulations, Policies and Procedures relevant to employees of the Department; • Documents and correspondence filed according to State Records Act 1997.

Technical Expertise

Qualifications, Skills, Knowledge and Experience relevant to the role

<p>Technical Expertise (Essential)</p>	<ul style="list-style-type: none"> • Proven experience in administrative support specific to a regulatory environment • Proven time management skills and ability to prioritise heavy competing workloads • Ability to effectively coordinate project based workgroups • Ability to deliver professional, timely and accurate administrative support and research • Demonstrated high level verbal and written communication skills • Experience in establishing effective working relationships and engaging with internal and external stakeholders • Experience working effectively with executives and senior management • Ability to interpret legislation
<p>Technical Expertise (Desirable)</p>	<ul style="list-style-type: none"> • Working knowledge of work health and safety • Knowledge and experience in working in a legislative environment

Behavioural Capabilities

Descriptors below detail the behavioural capabilities required for performance in the role of Compliance and Public Events 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.



Category and level	Behaviours
Strategic Focus (Operational)	<ul style="list-style-type: none"> • Communicates plans in practical terms to others • Identifies and manages risk as appropriate and escalates as necessary • Supports strategic direction and plans • Is sensitive to political drivers influencing priorities and decisions • Adapts quickly to changing and emerging priorities
Results Orientation (Operational)	<ul style="list-style-type: none"> • Sets and communicates clear expectations around quality of work and timeframes • Takes responsibility for the delivery of quality and timely results • Monitors progress towards achieving outcomes • Critically evaluates issues and ensures solutions are practical and achievable • Prioritises workload effectively and negotiates deadlines where appropriate
Service Delivery Excellence (Operational)	<ul style="list-style-type: none"> • Utilises available internal and external resources for optimal outcomes. • Effectively manages their own performance, managing(or influencing) the wider team performance • Identifies and raises awareness of trends, potential problems and opportunities • Uses capability and expertise of the workgroup to achieve outcomes • Identifies and delivers high quality internal and external customer service
Relationship Management (Operational)	<ul style="list-style-type: none"> • Consults and seeks the views of relevant stakeholders • Develops effective working relationships and internal networks • Shares information and knowledge as appropriate • Takes into account the situation and audience • Negotiates as necessary to achieve outcomes
Professional approach and drive (Operational)	<ul style="list-style-type: none"> • Maintains professionalism and confidentiality when dealing with sensitive issues • Is aware of risks and makes decisions accordingly • Constructively expresses own views and respects the views of others • Remains positive and recovers quickly from setbacks • Ensures a focus on wellbeing for self and others and raises concerns where necessary

Acknowledged by occupant

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(Print name)

(Signature)

Acknowledged by line manager

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(Print name)

(Signature & title)

