

# Job and Person Specification

**Title of Role:** Manager Construction

**Remuneration Level:** MAS3

**Business Unit:** Compliance and Enforcement  
Directorate

**Type of Appointment:** Ongoing

**Division:** SafeWork SA

**Position Number:** Numerous

## Job and Person Specification Approval

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## Primary Purpose

The primary purpose of the position of Manager is to develop, manage and deliver strategies to support compliance and enforcement initiatives of SafeWork SA.

## Reporting Relationships

- Director, Compliance and Enforcement

## Key Relationships/Interactions

- Executive Team;
- Team Members & Leaders;
- Other Managers;
- Administration staff;
- Other government agencies (state & national); and
- Private sector organisations such as PCBUs, unions, industry associations.

## Key Challenges

- Design and delivery of Compliance and Enforcement programs in a manner that is consistent, timely and of high quality; and
- Create and maintain a culture of high performance and accountability.

## Special Conditions (Optional Insertion)

- Some out of hours work may be required.
- Some intra and interstate travel requiring overnight absences may be required.
- Possession of a class C driver's licence.

## 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); and
- Employment is dependent upon a National Police Certificate clearance that the AGD finds satisfactory.



**Responsibilities**

This Job and Person Specification provide 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 Team Manager is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
<p><b>Leadership</b></p>	<ul style="list-style-type: none"> <li>• Provides leadership and direction by identifying and removing barriers to the team's performance</li> <li>• Conduct Performance Review &amp; Development for staff</li> <li>• Develop, implement and monitor a team work plan that delivers outcomes consistent with SafeWork SA Business Plan</li> <li>• Management of team budget</li> <li>• Administratively review compliance actions and other written materials of direct reports</li> </ul>	<ul style="list-style-type: none"> <li>• Meet with each direct report at least fortnightly to discuss and action key elements of performance</li> <li>• Conduct PR&amp;D for each direct report consistent with SafeWork SA and AGD policies</li> <li>• Finalise work plan by 30 November, each year</li> <li>• Provide monthly reporting to Director demonstrating KPI's and outcomes achieved</li> <li>• Actively contribute to strategic planning to deliver improved health and safety outcomes at a State and National level</li> <li>• Budget and resource allocations are met</li> <li>• All compliance actions reviewed within 48 hours</li> <li>• All other written material reviewed before leaving the team</li> </ul>
<p><b>Service Delivery</b></p>	<ul style="list-style-type: none"> <li>• Oversee the delivery of effective and efficient proactive and reactive WHS Services</li> <li>• Drive positive stakeholder relationships that facilitate mutually beneficial outcomes</li> <li>• Deliver client service principles and benchmarks of work plans</li> </ul>	<ul style="list-style-type: none"> <li>• Delivery of all required proactive compliance strategies, state strategies and national strategies</li> <li>• Proactive stakeholder interactions</li> <li>• Consult with stakeholders prior to strategy implementation</li> <li>• Attend all significant incidents and provide controls and coordination</li> <li>• All matters with political sensitivity are managed up appropriately within 24 hours of notifications, and parties contacted on a regular basis or at least once in every 4 weeks.</li> </ul>



Key Responsibilities	Specified Duties	Performance Indicator/Measurement
<b>Compliance</b>	<ul style="list-style-type: none"> <li>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;</li> <li>Keep accurate and complete records of business activities in accordance with the State Records Act 1997.</li> </ul>	<ul style="list-style-type: none"> <li>Active participation and contribution in responsible and safe work practices.</li> <li>Abides by the Acts, Regulations, Policies and Procedures relevant to employees of the Department;</li> <li>Documents and correspondence filed according to States Records Act, 1997.</li> </ul>

### Technical Expertise

#### Qualifications, Skills, Knowledge and Experience relevant to the role

<b>Technical Expertise (Essential)</b>	<ul style="list-style-type: none"> <li>Highly developed written and oral communication skills, including negotiation and mediation skills across a diverse range of people;</li> <li>Proven experience in leading and managing multi-disciplinary teams, including managing resources and budget;</li> <li>High level conceptual skills and a demonstrated ability to manage complex projects and work processes;</li> <li>Demonstrated experience in liaising and working with state and national agencies and stakeholders to develop constructive relationships.</li> </ul>
<b>Technical Expertise (Desirable)</b>	<ul style="list-style-type: none"> <li>Appropriate degree level qualification or higher in management, business, law or investigations.</li> </ul>



**Behavioural Capabilities**

Descriptors below detail the behavioural capabilities required for performance in the Manager's role. 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
<b>Strategic Focus</b>	<ul style="list-style-type: none"> <li>• Anticipates risks and manages these accordingly</li> <li>• Continually reviews goals and plans to reflect changing priorities or conditions</li> <li>• Translates strategies and goals into achievable plans</li> <li>• Drives effective change</li> <li>• Sets aside time to engage in forward planning for their area of responsibility</li> </ul>
<b>Results Orientation</b>	<ul style="list-style-type: none"> <li>• Brings together concepts and ideas into clear strategies and translates them into concrete implementation plans</li> <li>• Holds self and others accountable for quality, timely and cost effective results</li> <li>• Confidently makes decisions showing good judgement</li> <li>• effectively prioritises and re-negotiates tasks as needed</li> <li>• Reviews performance and seeks opportunities to implement continuous improvement</li> </ul>
<b>Service Delivery Excellence</b>	<ul style="list-style-type: none"> <li>• Astutely allocates resources for optimal short and long term outcomes</li> <li>• Develops the ability of others to effectively manage their own, individual and team performance and contribute to the organisation</li> <li>• Identifies and manages capability and expertise of the workgroup to achieve outcomes</li> <li>• Promotes and ensures a strong focus on internal and external customer service</li> <li>• Provides leadership and support for those they manage in dealing with staff performance issues</li> </ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>• Adopts and promotes a collaborative approach when working with internal or external stakeholders</li> <li>• Adapts approach and communication style to suit the situation and audience</li> <li>• Maintains awareness of the political context and acts accordingly</li> <li>• Shares information and knowledge</li> <li>• Identifies opportunities to negotiate for improved outcomes</li> </ul>
<b>Professional approach and drive</b>	<ul style="list-style-type: none"> <li>• Models and builds a culture of respect and high ethical standards</li> <li>• Actively seeks feedback and engages in critical self-reflection</li> <li>• Identifies and considers risk in decision making</li> <li>• Remains positive and recovers quickly from setbacks</li> <li>• Promotes a high standard of wellbeing for self and others</li> </ul>

Acknowledged by occupant

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(Print name)

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(Signature)

Acknowledged by line manager

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