

Job and Person Specification

Title of Role: Chief Adviser, **Remuneration Level:** ASO 7
Business Unit: SafeWork SA **Type of Appointment:** On - going
Division: Compliance and Enforcement **Position Number:**

Job and Person Specification Approval

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DELEGATE

Primary Purpose

- Lead, coordinate and mentor Inspectors engaged in construction activities to ensure the operational application of WHS programs and projects, and the delivery of intervention activities within the construction industry are effectively understood.

Reporting Relationships

- Team Manager

Key Relationships/Interactions

- WHS Inspectors
- Administration staff
- Specialist staff
- Industry Stakeholders
- Other Team Leaders
- Other government agencies (state & national); and
- Private sector organisations such as PCBUs, unions, industry associations.

Key Challenges

- Delivery of Compliance and Enforcement programs in a manner that is consistent, timely and of high quality; and
- Assist Manager in creating and maintaining 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.

Flexible Working Arrangement Options (Optional Insertion)

- Flexitime arrangements are available in this role.
- Part time working arrangements are available in this role.
- Job Sharing arrangements are available in this role.
- Compressed weeks arrangements are available in this role.
- Work from home or telework arrangements are available in this role.
- Remote working arrangements are available in this role.



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 Chief Adviser, Construction is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
<p>Leadership</p>	<ul style="list-style-type: none"> • Provides leadership and direction by identifying and removing barriers to the team's performance. • Conduct Performance Review & Development for staff. • Administratively review compliance actions and other written materials of direct reports • Provision of operational leadership. • Coaching and supervising of staff to effectively monitor performance • Review of briefs, reports, files and case management. • Development and delivery of training to staff. 	<ul style="list-style-type: none"> • Meet with direct reports at least fortnightly to discuss and action key elements of performance • Conduct PR&D for direct reports consistent with SafeWork SA and AGD policies • Compliance actions reviewed (non-proactive) • Pro-active compliance actions reviewed at fortnightly meetings • Other written material reviewed before leaving the team • Actively engage in leadership discussion for service delivery improvement opportunities and support strategic direction and plan. • Through regular file reviews identify and action areas of opportunity for improvement. • Identify training needs and with leadership team actively engage in training requirements.



<p>Service Delivery</p>	<ul style="list-style-type: none"> • Oversee the delivery of effective and efficient proactive and reactive WHS Services • Drive positive stakeholder relationships that facilitate mutually beneficial outcomes • Coordinate the delivery of effective and efficient WHS services. • Monitor and review key performance indicators. • Identify trends and develop appropriate strategies and coordinate the operation of relevant programs and projects. • Manage service delivery quality assurance. • Support and maintain stakeholder relationships. • Undertake and manage a case load including complex, significant and sensitive investigations. 	<ul style="list-style-type: none"> • Delivery of all required proactive compliance strategies, state strategies and national strategies • Proactive stakeholder interactions • Consult with stakeholders prior to strategy implementation • All complaints and notifiables are triaged, allocated with first site visited attended as per legislation or team protocols. • Participate in monthly reporting requirements. • Review incoming case load to identify trends and implement compliance strategies. • During file reviews ensure all key tasks have been completed and notices, infoNET summaries etc. have been completed appropriately. • Engage with stakeholders as required ensuring expectations are managed appropriately and professionally. • All cases are managed within Key Performance Indicator Targets.
<p>Compliance</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 States 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"> • High level communication skills (oral and written), including negotiation and mediation skills across a diverse range of people; • High level conceptual skills and a demonstrated ability to manage complex projects and work processes; • Demonstrated experience in liaising and working with state and national agencies and stakeholders to develop constructive relationships. • Demonstrated leadership and management skills including developing staff skills and engaging staff to commit to the organisation's vision and to achieve KPIs. • Analytical skills as evidenced through the interpretation of data, statistics and/or investigation principles. • A proven record in operational planning, program coordination and project management.
<p>Technical Expertise (Desirable)</p>	<ul style="list-style-type: none"> • Extensive working knowledge of legislation administered by SafeWork SA. • Extensive experience in the administration, auditing and management of compliance with legislation which may include: WHS, Workplace Relations or Dangerous Substances • Skills and experience in the development, delivery and review of staff training and presentations. • An appropriate qualification at Diploma level or above in a relevant discipline e.g. Government (Workplace Inspection), WHS, Investigations. • Significant experience in a priority industry sector or priority hazard area



Behavioural Capabilities

Descriptors below detail the behavioural capabilities required for performance in the Chief Adviser 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
Strategic Focus (ASO 7)	<ul style="list-style-type: none"> • Actively promotes goals and strategic direction • Translates strategies and goals into achievable plans • Ensures work goals are linked to the bigger picture • Considers the broader political environment and context when decision making • Sets aside time to engage in forward planning for his/her area of responsibility • Drives effective change • Promotes creative and innovative thinking
Results Orientation (ASO 7)	<ul style="list-style-type: none"> • Provides clear direction on how to achieve outcomes • Develops plans with clear outcomes and supports others to achieve these • Confidently makes decisions showing good judgement • Effectively prioritises and re-negotiates tasks as needed • Reviews performance and seeks opportunities to implement continuous improvement
Service Delivery Excellence (ASO 7)	<ul style="list-style-type: none"> • Identifies and manages capability and expertise of the workgroup to achieve outcomes • Promotes and ensures a strong focus on internal and external customer service • Effectively manages and coordinates resources for optimal outcomes. • Sets clear performance standards that are linked to business unit outcomes. • Provides leadership and support for those they manage in dealing with staff performance issues. <p>Operational</p> <ul style="list-style-type: none"> • Effectively manages their own performance, managing (or influencing) the wider team performance • Provides clear, honest and timely feedback to others including recognising high performance and addressing non-performance where relevant to their role.
Relationship Management (ASO 7)	<ul style="list-style-type: none"> • Represents the agency and public sector effectively in public and government forums • Develops effective working relationships and internal and external networks • Appropriately identifies and collaborates with relevant stakeholders • Actively listens and communicates in a clear and concise manner
Professional approach and drive (ASO 7)	<ul style="list-style-type: none"> • Builds a culture of respect and high ethical standards • 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 • Promotes adaptability in dealing with change • Seeks opportunities to strengthen areas for development • Seeks feedback on performance and engages in self-reflection • Promotes a high standard of wellbeing for self and others <p>Operational</p> <ul style="list-style-type: none"> • Effectively manages conflict and escalates when appropriate • Shares information and knowledge as appropriate

Acknowledged by occupant

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Acknowledged by line manager

(Print name) (Signature) / /

(Print name) (Signature & title)

