

Executive Job and Person Specification

Title of Role:	Executive Director	Remuneration Level:	SAES 2
Business Unit:	SafeWork SA	Type of Appointment:	Executive (<5 Years)
Division:		Position Number:	

Primary Purpose

The primary purpose of the Executive Director is to provide strategic leadership and effective management of SafeWork SA to deliver Work Health and Safety (WHS), Industrial Relations (IR) and Public Safety (PS) regulatory and education services across South Australia.

The Executive Director is responsible for achieving the best possible safe work, fair work and public safety outcomes for South Australia.

The Executive Director will be required to effectively lead SafeWork SA through a period of structural change, business transformation and cultural change.

Job Environment

SafeWork SA is responsible for the delivery of compliance and enforcement services, practical support and advice on how to comply with WHS, IR and PS laws in all industries across South Australia. SafeWork SA operates within the WHS Act 2012, relevant WHS Regulations 2012, the Equal Opportunity Act 1984, the Public Sector Act 2009 and others.

Reporting Relationships

- Reports to the Chief Executive, Attorney-General's Department
- Positions reporting to Executive Director include:
 - Chief Inspector – Compliance and Enforcement
 - Director - Workplace Education and Business Services
- Responsible for approximately 200 FTEs across metropolitan and rural/remote locations

Key Relationships/Interactions

- Minister for Industrial Relations
- Executives and Direct Reports within SafeWork SA
- All SafeWork SA staff
- Executives and Business Partners within the AGD
- Key stakeholders, including members of tripartite committees and reference groups
- Return to WorkSA
- Interstate agencies including Safe Work Australia and other WHS regulators
- Industrial Relations Consultative Committee

Key Challenges

- To implement and drive effective change within SafeWork SA while maintaining a high level of quality WHS/IR regulatory and education services across South Australia.
- Balance the delivery of statutory obligations in the workplace with limited resources and against competing priorities including ongoing public scrutiny.
- To forge positive and sustainable relationships with stakeholders and participants in a commitment to achieving safe and fair work throughout South Australia.
- To ensure SafeWork SA delivers saving targets and operates within budget.



Special Employment Conditions

- Extensive out of hours work can be expected
- Intrastate and Interstate travel can be expected

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), relevant legislation and AGD policies and procedures.
- Employment is dependent upon a National Police Certificate clearance that the AGD finds satisfactory.

Responsibilities

This Executive Job and Person Specification is not exhaustive and describes the type and nature of duties you may be required to perform. The Executive may be required to perform any duties commensurate with their classification level, skills, experience and qualifications.

The Executive Director is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
<p>1. Development of agile, energetic and modern SafeWork SA</p>	<ul style="list-style-type: none"> • Through innovation and strategic thinking, develop an agile, energetic and modern SafeWork SA that is open, transparent and inclusive. • Reinvigorate staff to be confident, well informed, reliable and energetic. • Ensure quality and timeliness in the delivery of all regulatory and education services. • Build the reputation of SafeWork SA as a credible and respected regulator and education provider and leader in the provision of industry-based services. 	<ul style="list-style-type: none"> • Service delivery improvements in line in line with SafeWork SA and AGD strategic plans. • Agreed deliverables and KPIs established and met.



<p>2. Relationship Management</p>	<ul style="list-style-type: none"> • Constructive and productive relationships are forged and maintained with: <ul style="list-style-type: none"> ○ Internal stakeholders across SafeWork SA and AGD. ○ External stakeholders, including WHS representatives, employers, employees, unions, reference groups and advisory councils • Engender a culture of mutual trust and respect in which staff are supported as well as held accountable for their performance. • Oversee the development of resilience strategies and drive the use of effective performance management strategies as appropriate. • Encourage proactive engagement with external stakeholders, including WHS representatives, employers, employees, unions, reference groups and advisory councils. 	<ul style="list-style-type: none"> • Communication and engagement strategies developed and implemented. • Agreed deliverables and Key Performance Indicators (KPIs) established and met.
<p>3. Leadership</p>	<ul style="list-style-type: none"> • Establish a leadership team and structure with the vision and capacity to develop strategic operational policies to create a modern, agile, responsive and flexible SafeWork SA. • Strategic leadership across SafeWork SA including actively contributing to a highly performing Executive Team. • Drive strategic and operational excellence through effective interpretation of strategic imperatives into operational goals. • Persuade, influence and negotiate to ensure a high service delivery standards, subject to ongoing review and improvement for quality, consistency and timeliness • Lead with influence and develop mutual trust and respect with all staff. • Provide clear direction while setting and modelling appropriate standards of behaviour. • Represent SafeWork SA at various public and private settings across the state and Australia. 	<ul style="list-style-type: none"> • Demonstrate SAES values – collaboration, innovation, personal development and diversity of experience • Demonstrate Public Sector Values – service, professionalism, trust, respect, collaboration and engagement, honesty and integrity, courage and tenacity, and sustainability • Agreed service standards for quality, consistency and timeliness are met or exceeded



<p>4. Resource management</p>	<ul style="list-style-type: none"> • Strategic management of SafeWork SA's annual budget to achieve budget savings. • Accountable for the development and implementation of appropriate and responsible governance, structural and resource arrangements. • Operate within approved FTE cap with reference to current SafeWork SA's Workforce Plan • Optimal use of resources including identifying priority areas and ensuring appropriate compliance and enforcement strategies. 	<ul style="list-style-type: none"> • Budget outcomes for each financial year for the Unit are achieved, in particular budget savings • FTE cap for the Unit is not exceeded • Agreed actions from the Workforce Plan are implemented
<p>5. Drive Culture</p>	<ul style="list-style-type: none"> • Pro-actively safeguard the health and wellbeing of staff by ensuring safe work practices are undertaken by self and others in the workplace • Embrace and encourage diversity and cultural differences in the workplace. • Exemplify a culture of professionalism and confidentiality 	<ul style="list-style-type: none"> • Pro-active measures are undertaken to adhere to and prevent injuries; • Work practices are safe and WHS legislation, policies and procedures are implemented; • Individual differences are encouraged and accommodated in the workplace.
<p>6. SA's Strategic Priorities and whole of government objectives</p>	<ul style="list-style-type: none"> • Shape SafeWork SA's strategic focus in line with AGD and the South Australian Government's overall objectives and strategic priorities. • Commit to reducing regulatory burden and red tape for business without compromising safety requirements 	<ul style="list-style-type: none"> • Continuously assess work health and safety, industrial relations and public safety legislation to address any regulatory burden or red tape issues. • Implement the recommendations of any national or local legislative reviews effectively and efficiently
<p>7. Legislative Requirements</p>	<ul style="list-style-type: none"> • Management of SafeWork SA's high level statutory, policy and legislative functions and obligations including the provision of expert advice to the Minister, Chief Executive, AGD and other Executives. • 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.



Knowledge and Experience

Technical expertise relevant to the role (qualifications, skills, knowledge and/or experience):

<p>Technical Expertise (Essential)</p>	<ul style="list-style-type: none"> • Senior management experience in a regulatory environment undergoing constant change and subject to ongoing public scrutiny. • Extensive people management experience including demonstrated ability to manage relationships at various levels and across difficult situations. • Extensive experience in effectively leading, managing, motivating and supporting highly professional and diverse teams, preferably within a compliance context. • Extensive knowledge and experience of Australian WHS and/or IR policies, procedures and practices. • Demonstrated ability to forge alliances/partnerships with industry stakeholders. • Demonstrated ability to act with integrity and confidentiality on sensitive matters. • Extensive knowledge and experience in development of legislation, policy development, project management, community engagement, work health and safety, industrial relations and public safety. • Demonstrated ability to understand detailed requirements and undertake big picture planning. • Demonstrated skills to develop and articulate strategic directions in a complex environment. • Excellent communication skills with a broad range of people. • Experience in complex business analysis and review, and the preparation of business and project documentation. • Substantially meets the Executive Behavioural Competencies (below).
<p>Technical Expertise (Desirable)</p>	<ul style="list-style-type: none"> • A qualification in WHS/IR or equivalent field or relevant industry experience • Experience in one or more of the following industry sectors: construction, demolition, utilities, manufacturing, retail, transport, wholesale, storage, primary industries, community, business services, health, education, Government or agriculture. • Experience in the effective management of financial resources including budget setting • Experience in the preparation of complex written reports, with appropriate recommendations. • Demonstrated ability to interpret and apply policy and legislation



Behavioural Competencies

Descriptors below provide the behavioural competencies required for performance in the Executive Director based on the South Australian Executive Service (SAES) *Competency Framework*.

Element	Behaviours
Shapes Strategic Thinking and Change	<ul style="list-style-type: none"> • Aligns strategies with the South Australian Government and Department's strategic plans • Continually reviews goals and plans to reflect changing priorities or conditions • Anticipates risks and manages these accordingly • Operates within a whole of government context and considers multiple perspectives and agendas • Seeks to gather and understand all critical information when planning and making decisions • Demonstrates effective and consistent decision making in an environment of ongoing change and uncertainty • Champions new initiatives and stimulates change
Achieves Results	<ul style="list-style-type: none"> • Brings together concepts and ideas into clear strategies and translates them into concrete implementation plans • Creates a shared sense of purpose towards achieving goals • Holds self and others accountable for quality, timely and cost effective results • Makes well informed effective and timely decisions even when information is incomplete and ambiguous • Makes complex decisions that require a high degree of judgement • Monitors performance and drives continuous improvement
Drives Business Excellence	<ul style="list-style-type: none"> • Anticipates and plans for future events, trends, problems and opportunities • Builds and manages capability and expertise of the workforce to achieve organisational goals • Models and promotes a customer service ethos • Astutely allocates resources for optimal short and long term outcomes. • Models a culture of financial responsibility, accountability and awareness • Sets clear performance standards that are linked to organisational outcomes. • Develops the ability of others to effectively manage their own, individual and team performance and contribute to the organisation • Promotes continuous learning and the development of others to achieve maximum individual and organisational potential.
Forges Relationships and Engages Others	<ul style="list-style-type: none"> • Effectively advocates for the agency and the public sector in public and government forums • Constructively manages and resolves conflict within and across areas. • Holds a clear understanding of the political context and acts accordingly • Adopts and promotes a collaborative approach when working with internal or external stakeholders • Builds extensive effective working relationships, networks and partnerships • Models and promotes sharing of information and knowledge • Adapts approach and communication style to suit the situation and audience • Utilises effective negotiation techniques to achieve mutually beneficial solutions • Actively listens and communicates in a clear, concise and diplomatic manner
Exemplifies Personal Drive and Professionalism	<ul style="list-style-type: none"> • Models and builds a culture of respect and high ethical standards • Provides impartial and constructive advice and clearly voices professional opinion where necessary • Effectively deals with difficult or controversial issues • Willing to embrace risk in decision making • Encourages diversity and uses this to enhance the objectives of the organisation • Models professionalism and confidentiality when dealing with sensitive issues • Models and remains positive under adversity and recovers quickly from setbacks • Demonstrates adaptability in dealing with change • Demonstrates an active commitment to ongoing development • Actively seeks feedback and engages in critical self-reflection • Upholds and promotes a high standard of wellbeing for self and others

