

Executive Job and Person Specification

Title of Role:	Director – Workplace Education	Remuneration Level:	SAES 1
Business Unit:	SafeWork SA	Type of Appointment:	Executive (<5 Years)
Division:	Education Unit	Position Number:	
Approved by		Approval Date:	

Primary Purpose

The primary purpose of the Director - Workplace Education (the Director) is to provide leadership and overall management of the education unit which includes communications and community engagement services, Work Health and Safety (WHS) consultation service, library services in line with Work Health and Safety (WHS), Industrial Relations (IR) and Public Safety (PS) legislation.

The role will be externally focussed with the Director responsible for driving the delivery of proactive communication and education processes and procedures. This will ensure that workers, employers, industry and business representatives, Health and Safety Representatives and unions have a consistent understanding of what compliance looks like and how compliance is measured.

Job Environment

The Director operates within the Education Unit of SafeWork SA. The Unit is responsible for the delivery of practical support and advice on how to comply with WHS, public safety and state industrial relations law in all industries across South Australia and 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 Executive Director – SafeWork SA
- Responsible for up to 100 FTEs across metropolitan and rural/remote locations

Key Relationships/Interactions

- Minister for Industrial Relations
- Executives and Direct Reports within SafeWork SA
- Staff in the Education Unit
- Executives 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 build upon the current strengths of the organisation and energise staff towards an agreed upon vision for the future.
- To lead with influence during a period of substantial change.
- To forge positive and sustainable relationships with the community to ensure SafeWork SA delivers its vision of safe, fair and productive working lives for all South Australians.
- To ensure quality and timeliness of services delivered by the Education Unit while managing competing priorities with limited resources.



- To ensure SafeWork SA delivers saving targets and operates within budget.
- To provide the Minister and the State Government with quality policy advice and deliver quality legislative outcomes in WHS, IR and PS.

Special Employment Conditions

- Frequent 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.

Flexible Working Arrangement Options

- Compresses 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 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 Director is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
Development of modern Education Unit	<ul style="list-style-type: none"> • Through innovation and strategic thinking, develop an agile, energetic and modern Education Unit 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 Education services • Drive strategies to communicate and reinforce SafeWork SA as a source of WHS, public safety and state industrial relations advice. 	<ul style="list-style-type: none"> • External stakeholders hold a clear understanding of the role of SafeWork SA and are communicated to and collaborated with when appropriate. • Service delivery improvements in line in line with SafeWork SA and AGD strategic plans. • Agreed deliverables and KPIs established and met.
Relationship Management	<ul style="list-style-type: none"> • Constructive and productive relationships are forged and maintained with internal stakeholders including those within the Education Unit, across SafeWork SA and AGD. • 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. • People management strategies adhered to in line with AGD strategies and guidelines. • Agreed deliverables and Key Performance Indicators (KPIs) established and met.



<p>Leadership</p>	<ul style="list-style-type: none"> • Actively contribute to a highly performing Executive Team • Influence staff to meet 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. 	<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>Procedural excellence</p>	<ul style="list-style-type: none"> • Drive the implementation of procedures to ensure employers and workers understand their legal obligations with regard to WHS and how to meet them. • Oversee the implementation of procedures in line with continuous improvement, skills and knowledge development in line with best practice. • Lead the development of an efficient and effective investigations unit through the establishment of improved KPIs. 	<ul style="list-style-type: none"> • High quality procedure/policies in place. • Continuous improvement and development strategies are devised and implemented. • Agreed deliverables and KPIs established and met.
<p>Program delivery / client service</p>	<ul style="list-style-type: none"> • Service delivery improvement: to improve customer experience, including red tape reduction • Operational efficiency: to implement business process improvement 	<ul style="list-style-type: none"> • Agreed deliverables meet specifications (in particular quality and consistency), timeframes and are within budget • Service delivery improvement: fewer complaints and more compliments from customers; and reduction of cost to business • Operational efficiency: improved business processes in interventions with business • Ensure resources are being optimised in relation to selection of matters for prosecution
<p>Other Outputs</p>	<ul style="list-style-type: none"> • Maintain and strengthen collaborative relationships with key union, industry and community groups. • Provide strategic input to the national legislative policy forums to ensure South Australia's position is strongly advocated. • Support and staff to ensure succession planning and efficient workforce management. 	<ul style="list-style-type: none"> • Regular contact is maintained with key groups and relevant actions are taken to enable positive and sustainable relationships to be maintained. • Manage strategic briefings to support the Executive Director and the Minister and represent both at national forums when required to ensure a strong voice for SA in national policy debates and fora. • Career progression is obtained for staff and recruitment and backfilling of positions is achieved with minimal disruption to services.



<p>Deliver Strategic Priorities</p>	<ul style="list-style-type: none"> • Lead and advance Agency and Whole of Government priorities as defined from time to time. • Contribute to work injury reduction to achieve the SASP T21 Greater Safety at Work (Priority 2: Safe Communities) • Support the achievement of SASP T13 Improve the quality of life of all South Australians through maintenance of a healthy work-life balance • Deliver services through a “culture of innovation and enterprise” (Approach 1) 	<ul style="list-style-type: none"> • Services or programs delivered in scope. • Develop community engagement plans which link to the national Work Health and Safety Strategy and the local SASP to assist in the reduction of work injuries. • Develop workplace support activities to deliver education and support activities by inspectors to assist in the reduction of workplace injuries. • Ensure that South Australia’s legislation continues to support reduction of injury and work life balance outcomes. • Ensure that SafeWork SA’s communications activities including website, publications, events and social media continue to provide optimum support for the achievement of SA’s strategic priorities. • Continuously review and assess the directorate’s operations to ensure work practices continue to be innovative, effective and efficient.
<p>Resource Management</p>	<ul style="list-style-type: none"> • Manages recourses and risk • Operate within approved annual budget and achieve budget savings • 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"> • Expenditure authority not exceeded, sound use of resources • Funds used as approved by Chief Executive, with proper monitoring and program evaluation • Cost effectiveness of service delivery • Agreed actions from the Workforce Plan are implemented • Undertake ongoing measurement and benchmarking of staff skill level and training needs.
<p>Adherence to legislation</p>	<ul style="list-style-type: none"> • Within the areas under the control of the Executive ensuring the observance of Government requirements and the objectives, values, principles and standards in, or made under, the Public Sector Act • Obligations under the Public Finance and Audit Act 1987, Public Sector Act 2009 and Public Sector (Honesty and Accountability) Act 1995 are satisfied 	<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.
<p>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 contribute towards diversity and cultural differences in the workplace. 	<ul style="list-style-type: none"> • Pro-active measures are undertaken to adhere to and prevent injuries; • Work practices are safe and Work Health and Safety legislation, policies and procedures are implemented; • Individual differences are encouraged and accommodated in the workplace.



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"> • 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. • Demonstrated ability to forge alliances/partnerships with industry stakeholders. • Demonstrated ability in leading and managing effective change. • 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.
<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 Director based on the South Australian Executive Service (SAES) *Competency Framework*. KEY behaviours for this role are listed with the critical behaviours highlighted in **bold**. The broader group of behaviours are applicable to your ongoing success in the role.

For roles with people leadership, **critical** behaviours must include the following **bolded**:



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

