

Job and Person Specification

Title of Role: Chief Advisor Engineering

Remuneration Level: PO4

Business Unit: PIRCCE

Type of Appointment: Ongoing

Division: SafeWork SA

Position Number:

Job and Person Specification Approval

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Primary Purpose

The primary purpose of the Chief Advisor Engineering is to provide high-level strategic advice to SafeWork SA on current and emerging workplace hazards with particular focus on engineering and high risk plant.

Reporting Relationships

- Manager PIRCCE

Key Relationships/Interactions

- Team Managers, inspectorate and policy staff across the business unit
- Key senior personnel in public and private industries
- Employer and worker associations / stakeholders
- Government agencies, statutory organisations including WorkCover and educational institutions

Key Challenges

- Maintain awareness of current workplace health and safety hazards and emerging issues
- Provide high level technical specialist support to Compliance and Enforcement and other relevant personnel
- Review and audit high risk plant registration and licensing
- Support workplace health hazards initiatives and programmes for South Australia
- Establish and maintain the regulatory dialogue to a diverse group of stakeholders

Special Conditions

- Some out of hours work and intra/interstate travel may be required necessitating overnight absences

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

- 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 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.

The Chief Advisor Engineering is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
<p>Manage and participate in Projects <i>Effectively engage key stakeholder groups to gain commitment to key strategies relating to occupational hygiene and human factors</i></p>	<ul style="list-style-type: none"> • Consult with internal and external stakeholders • Effectively manage workplace plant safety programmes for or affecting South Australia • Strategic engagement – seminars, forums , conferences meetings • Engage in compliance audit activities • Deliver SafeWork presentations • Technical reviewer on High Risk Plant registration applications • Keep accurate and complete records 	<ul style="list-style-type: none"> • Consistency, Quality and Timeliness of service delivery • At least 4 engagement activities per quarter (AALRA, EWPA, SWA, Industry stakeholders, Government – local, state and national) • Projects are completed in a timely and consistent manner for technical content • Reports produced where needed
<p>Provide leadership and contribute to the training and development of inspectors</p>	<ul style="list-style-type: none"> • Assist in identifying, developing and implementing training and development programs associated with high risk plant. 	<ul style="list-style-type: none"> • Sharing of learning with the inspectorate • Provide information sessions to inspectors or liaise with external providers • Provide information sessions to Information officers (as requested) • Consistency, Quality and Timeliness of service delivery



Key Responsibilities	Specified Duties	Performance Indicator/Measurement
Provide expert support and advice	<ul style="list-style-type: none"> • Technical regulatory advice on WHS compliance • Enforcement and prevention activities in technical areas • Undertake workplace visits and inspections with inspectors where needed • Liaising with internal and external stakeholders and customers (customer enquiries) • Develop and deliver high quality reports and presentations to a range of audiences, including key stakeholders 	<ul style="list-style-type: none"> • Consistency, Quality and Timeliness of service delivery • Applying relevant technical and contextual knowledge on case merit • Provide enquiry response within agreed timeframes • Provide national technical briefs provided by deadlines detailed • Provide CSO expert reports and advice in a timely manner to agreed time frames
Participate on committees at state and national levels	<ul style="list-style-type: none"> • Liaising with internal and external stakeholders and customers • Accountable representation • Apply knowledge • Provide SA position 	<ul style="list-style-type: none"> • Consistency, Quality and Timeliness of service delivery • Applying relevant technical and contextual knowledge on case merit • Attend meetings and workgroups and provide informed representation
Monitor emerging workplace health hazards	<ul style="list-style-type: none"> • Establish and maintain effective working relationships with colleagues and others to canvass their input in the development of effective workplace health hazards interventions • Liaising with internal and external stakeholders and customers • Website content development and review • Safeguard development • Safety & Hazard Alerts • National ,local and industry Codes of practice and guidance • Strategic engagement – seminars, forums , conferences meetings 	<ul style="list-style-type: none"> • Consistency, Quality and Timeliness of service delivery • Applying relevant technical and contextual knowledge on case merit • Provide responses to presentation requests within agreed time frames • Attend Government specialists' national forums and provide state responses to issues within reasonable time frames.



Key Responsibilities	Specified Duties	Performance Indicator/Measurement
Compliance	<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

Technical Expertise (Essential)	<ul style="list-style-type: none"> A relevant tertiary qualification (e.g. Degree in Mechanical Engineering). Demonstrated experience in successful planning, implementing and evaluating of workplace health hazard issues and providing possible suitable risk control measures Specialist knowledge in one or more areas within the workplace associated with hazards on high risk plant (e.g. pressure vessels, cranes, elevating work platforms, lifts) Proven ability to research, analyse and evaluate complex information from a range of sources and deliver options, recommendations and plans for action Sound project management and report writing skills Proven ability to effectively engage stakeholders, consult, liaise, influence, engage and negotiate successfully with a broad range of people at all levels Proven ability to work effectively with others and deliver high quality work in a timely manner
Technical Expertise (Desirable)	<ul style="list-style-type: none"> Experience in dealing with complex and emerging issues Project management capabilities Advanced user of IT applications (Word, Excel, PowerPoint, Project) Knowledge of injury prevention principles Experience in working in an WHS and/or research environment



Behavioural Capabilities

Descriptors below detail the behavioural capabilities required for performance in Chief Advisor Engineering. 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.

	Strategic Focus	Results Orientation	Service Delivery Excellence	Relationship Management	Professional Approach and Drive
Strategic	Shapes Strategic Thinking and Change	Achieves Organisational Results	Drives Business Excellence	Forges Relationships and Engages Others	Exemplifies Personal Drive and Professionalism
Tactical	Promotes Strategic Thinking and Change	Achieves Team Results	Delivers Business Excellence	Establish Relationships and Engages Others	Models Personal Drive and Professionalism
Operational	Supports Strategic Direction	Achieves and Monitors Own Results	Supports Service Delivery Excellence	Fosters Working Relationships	Supports Personal Drive and Professionalism
Foundational	Understands the Strategic Direction	Achieves Individual Results	Contributes to Service Delivery Excellence	Maintains Working Relationships	Demonstrates Personal Drive and Professionalism

Category and level	Behaviours
Strategic Focus (Tactical)	<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 Adopts and manages a balanced approach to risk aversion and risk taking 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 (Tactical)	<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 Is accountable for the delivery of quality, timely and cost effective results Critically evaluates the problem in its entirety before identifying and implementing best possible solution 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 (Tactical)	<ul style="list-style-type: none"> Identifies trends, potential problems and opportunities and incorporates into plans 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. Promotes a culture of financial responsibility, accountability and awareness Sets clear performance standards that are linked to business unit outcomes. Effectively manages their own, individual and team performance and contribute to the business unit Provides clear, honest and timely feedback, including addressing non-performance promptly and recognising high performance. Provides leadership and support for those they manage in dealing with staff performance issues.

<p>Professional approach and drive (Strategic)</p>	<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
<p>Relationship Management (Tactical)</p>	<ul style="list-style-type: none"> • Represents the agency and public sector effectively in public and government forums • Effectively identifies, manages and resolves conflict • Maintains awareness of the political context and acts accordingly • Develops effective working relationships and internal and external networks • Appropriately identifies and collaborates with relevant stakeholders • Shares information and knowledge • Tailors approach and communication style to suit the situation and audience • Identifies opportunities to negotiate for improved outcomes • Actively listens and communicates in a clear and concise manner

<p>Acknowledged by occupant</p>	<p>----- (Print name)</p>	<p>----- (Signature)</p>	<p>/ /</p>
<p>Acknowledged by line manager</p>	<p>----- (Print name)</p>	<p>----- (Signature & title)</p>	<p>/ /</p>

