

# Job and Person Specification

**Title of Role:** Manager, Primary Industry,  
Resources and Engineering      **Remuneration Level:** MAS3

**Business Unit:** Compliance and Enforcement      **Type of Appointment:** Ongoing

**Division:** SafeWork SA      **Position Number:** Various

## Job and Person Specification Approval

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## Primary Purpose

The Manager, Primary Industries Resources and Engineering will lead the development and delivery of proactive and reactive compliance and enforcement initiatives for these industry sectors and for industry in general across regional South Australia as required.

## Reporting Relationships

- Chief Inspector, 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 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 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>• Meet with each direct report at least fortnightly to discuss and action key elements of performance</li> <li>• Conduct Performance Review &amp; Development for each direct report consistent with SafeWork SA and AGD policies</li> <li>• Develop, implement and monitor a team work plan that delivers outcomes consistent with SafeWork SA Business Plan</li> <li>• Actively contribute to strategic planning to deliver improved health and safety outcomes at a State and National level</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>• Demonstrate Public Sector Values – service, professionalism, trust, respect, collaboration and engagement, honesty and integrity, courage and tenacity, and sustainability</li> <li>• Staff development is ongoing and staff are highly skilled and meet performance indicators.</li> <li>• Performance Reviews are conducted, completed and recorded for each direct report consistent with SafeWork SA and AGD policies</li> <li>• Work plan is finalised by 30th November, each year.</li> <li>• Monthly reporting is provided to Director demonstrating KPI's and outcomes achieved</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 under very broad direction.</li> <li>• Drive positive stakeholder relationships that facilitate mutually beneficial outcomes</li> <li>• Deliver client service principles and benchmarks of work plans</li> <li>• Attend all significant incidents and provide controls and</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>• Stakeholders are consulted prior to strategy implementation.</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</li> </ul>

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
	coordination	every 4 weeks.
<b>Whole of Government Objectives</b>	<ul style="list-style-type: none"> <li>Contribute to reducing regulatory burden and red tape for industry without compromising safety requirements</li> </ul>	<ul style="list-style-type: none"> <li>Review Safework SA's business systems and processes within the governance framework to enable the Compliance and Enforcement Directorate to consider options and recommendations to reduce red tape and regulatory burden</li> </ul>
<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>
<b>Other Outputs</b>	<ul style="list-style-type: none"> <li>Member of several State and National working groups</li> <li>Ensure key stakeholders are effectively engaged</li> <li>Provide sound advice, high quality and timely responses to governance and system matters</li> </ul>	<ul style="list-style-type: none"> <li>Represent Safework SA and the AGD effectively in forums and working groups</li> <li>Respond in a timely manner to complex queries from stakeholders</li> </ul>

## Technical Expertise

<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>Knowledge, skills and experience in initiating, planning and delivering process improvement projects, including risk mitigation, innovation and lateral thinking;</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 engineering</li> <li>Knowledge of the key legislation administered by Safework SA.</li> <li>Experience in relevant industry sectors.</li> </ul>

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

## Behavioural Capabilities

Descriptors below detail the behavioural capabilities required for performance in the Manager 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>• <b>Reviews performance and seeks opportunities to implement continuous improvement</b></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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