

ROLE DESCRIPTION

DEPUTY DIRECTOR - HEALTH, SAFETY & WELL-BEING

ROLE TITLE: DEPUTY DIRECTOR – HEALTH, SAFETY & WELL-BEING CLASSIFICATION: MAS3 POSITION NUMBER: P17874	ORGANISATION: TAFE SA DIVISION: PEOPLE & CULTURE CORPORATE HUMAN RESOURCE DELEGATION: LEVEL 3
REPORTS TO: <ul style="list-style-type: none"> • Director 	FUNCTIONS REPORTING TO THIS ROLE: <ul style="list-style-type: none"> • Principal Consultant; WHS & Management Systems • Principal Consultant; RTW & Well-Being • Principal Consultant; Plant Safety • Senior Consultant; WHS & Audit and Senior Consultant WHS (3)
ROLE PURPOSE: <ul style="list-style-type: none"> • The key purpose of this position will be to directly lead the WHS & Well-Being Business Unit to deliver a WHS & Injury Management (WHSIM) System that fosters industry best-practice, positive outcomes and service delivery, innovation, and continual improvement for our Employees. • The Deputy Director of Health, Safety & Well-Being leads the development, implementation, and review of strategies, plans and programs which facilitate our WHS, Injury Management & Well-Being strategic objectives and risk management framework. • This position will lead, influence, engage and connect with a diverse group of stakeholders across our Employees, the SA Government, Board, Executive Team, SA Government Agencies, SafeWork SA, external and industry stakeholders to enable solid delivery of our WHS, Injury Prevention and Management and Well-Being strategic framework. 	
KEY OUTCOMES OF THE ROLE: <ul style="list-style-type: none"> • Lead and manage the development, implementation, monitoring and improvement of critical TAFE SA Workplace Health, Safety, Injury Management (WHSIM) and Well-Being systems. • Represent, prepare briefings, advise, and execute recommendations to the Board and Executive in the practical application of WHSIM and Well-Being processes that ensures compliance with WHSIM legislation and external evaluations. • Leads governance of the WHS and Well-being Team to ensure strategy is delivered to meet objectives that foster alignment and the personal brand of the WHS and Well-being Team. • Responsibly manage all budget and cost centre fundamentals to meet agreed targets. • Lead and mentor the WHS and Well-being Team regarding contemporary and best practice 	<ul style="list-style-type: none"> • Lead, consult and manage projects, programs and initiatives which enhance and influence the understanding and implications of WHSIM and Well-Being to build capability, understanding and develop accountability across TAFE SA. • Lead, monitor and strategically review injury claims management performance to ensure consistency with relevant state legislation and Return to Work SA Self Insurance, Performance Standards (SA), OCPSE Performance Standards including liaising and partnering with Department of Treasury and Finance Work Injury Services employees and other external injury management providers. • Lead and manage for continuous improvement strategic Well-Being activities to build organisation, team and individual resilience incorporating latest research and best practice. • Represent TAFE SA externally on committees, forums and SAET ensuring our interests are incorporated and considered and ensure governance of the TAFE SA WHS Committees.

<p>WHSIM and Well-Being practices, including managing their performance and development.</p> <ul style="list-style-type: none"> • Act as a senior leader and contribute to the People and Culture Team. • Perform other tasks as requested by The Director. 	
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KEY RELATIONSHIPS / INTERACTIONS:

- The Board and Chief Executive, TAFE SA Executives, Directors, and our TAFE SA employees.
- WHS Representatives, Committees and Union Consultative Committees
- Department of Treasury and Finance, OCPSE and Statutory Bodies including SafeWork SA and Return to Work SA
- WHS and Well-being Team and the wider P&C Team

SPECIAL CONDITIONS:

- Some out of hours work will be required.
- A valid driver's licence to attend to TAFE SA campuses and Learning Centres across South Australia.
- Interstate and intrastate travel and overnight absences may be required.
- Incumbent will be required to participate in the organisations Performance Development Program.
- Eligibility to work in Australia.
- Applicants will be required to undergo the appropriate and relevant Employment Screening Assessment(s) required for this role in line with the TAFE SA Preemployment Checks. This role requires:
 - ✓ Working with Children Check
 - ✓ General Employment Probity Check
- It is an ongoing condition of employment for all employees whose employment is subject to a Health Direction/site requirement, including but not limited to an Emergency Health Direction, that they are fully compliant with the requirements of the relevant Directions to perform their duties. This will also include but not be limited to: COVID 19.

KEY SELECTION CRITERIA:

- **Essential** – Extensive working knowledge of the WHS Act, regulations, performance standards for self-insurers, management system principles (ISO 45001), current best practice and continuous improvement.
- **Essential** – Solid knowledge of practical, best practice and contemporary approaches to WHSIM, well-being and organisational change.
- **Essential** – Extensive experience directly leading a team in the development, implementation, and review of WHSIM and well-being policies, procedures, management systems, reporting mechanisms, and auditing processes to achieve outcomes and enhance organisational capability.
- **Essential** – High level interpersonal, communication negotiating and conflict resolution skills, including the ability to build networks that influence change and proactively support change initiatives.
- **Essential** – Proven experience in providing specialist advice, options, and sound solutions in complex WHSIM matters and prepare high level written reports, briefings, and presentations.
- **Essential** – Demonstrated ability to work effectively within broad policy guidelines and exercise significant levels of independent judgement and delegated authority to identify and determine performance outcomes, plan activities, and set critical priorities with the ability to apply creative problem solving and a high customer service capability.
- **Essential** – Extensive experience leading a team to deliver the practical application of industry WHSIM and Well-Being with demonstrated strategic objectives achieved.
- **Essential** – Strong analytical ability to interpret, report and communicate WHSIM data to inform recommendations, build capability and understanding of key stakeholders and enhance performance.
- **Essential** – Tertiary qualified in WHS.
- **Desirable** – Tertiary qualified in a worker's compensation related field (claims management / rehabilitation).
- **Desirable** – Tertiary qualified in Management or Leadership.