

Position Description



Position Title	Manager Safety Innovation
Group	Workforce Management
Reports to	Chief Workforce Officer
Grade	14
Date reviewed	February 2024

Primary Purpose

Support the Workforce services provision in order to enable the delivery of the principal activities of the Delivery Program, Operational Plan and agreed service levels and contribute to the strategic direction of Council.

Departmental Portfolio

The indicative functions of the portfolio for this position include:

- WHS
- Return to Work
- Safety Innovation






As a member of the Senior Management Team, the incumbent exemplify Council's vision: "A Trusted Community Partner" and promote the values which support this: Solutionary, Together, Accountable, Innovative, Caring, to guide decisions, actions and conduct.

Key Accountabilities

- Play a lead role in advancing regulatory thinking and policy, community education and behaviour change to achieve safety, health and amenity outcomes
- Understand the organisation and its service delivery requirements and support the Chief Workforce Officer to translate the strategic direction of Workforce Management services into operational priorities and coordinate line support for delivery.
- Identify and address WHS issues and opportunities, and implement effective control programs and measures through the lens of driving innovative service and process improvements.
- Building positive relationships with a range of stakeholders to maximise positive organisational outcomes with respect to WHS.
- Develop and maintain strategic WHS metrics for decision-making and accountability.

- Establish and manage the development and review of WHS systems, programs, policies, and procedures.
- Manage and guide the application of systems to address statutory, risk management and other obligations to facilitate ethical decision making, actions and conduct.
- Promote, model and reinforce cross-functional collaboration through information sharing and knowledge transfer to drive evidence-based decision making, enhance capability and optimise capacity.
- Model and reinforce an agile, solutions-focused, accountable and collaborative culture that facilitates workforce engagement, empowerment and performance.
- Hold employees accountable for their WHS responsibility to maintain a safe workplace.

The employee is required to undertake any other duties, projects or tasks as directed by the Chief Workforce Officer, which are within his/her skills, competence and training.

Position Capabilities		
Capability Group	Capability Description	Level
 Personal Attributes	Be accountable for investing in own growth, acting with integrity and displaying resilience.	Advanced
 Relationships	Be respectful, inclusive and collaborative in engaging with others to address issues and deliver for the community.	Advanced
 Results	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes.	Adept
 Resources	Be efficient, effective and compliant in the management and use of assets, finance and contracts.	Adept
 Workforce Leadership	Be accountable for providing direction, developing capability and leading effective approaches to meet organisational priorities now and into the future.	Advanced

Essential Criteria

1. Degree qualification in WHS, Human Resources or a related discipline with demonstrated contemporary experience in a similar role; or contemporary experience in a similar role, coupled with ongoing professional development to support contemporary knowledge.
2. Experience working across a range of WHS service delivery areas, specifically return to work and WHS, with experience coordinating services at an operational level.
3. Experience developing strategic organisational reports.
4. Demonstrated ability to coordinate multiple projects that drive staff engagement and support safety culture change.
5. Demonstrated ability to interpret and apply relevant legislation.
6. Proven ability to engage with and influence internal and external stakeholders to achieve fit-for-purpose outcomes that drive the achievement of strategic goals.
7. Proven track record leading, developing and supporting staff to achieve work targets and objectives efficiently and effectively.
8. Current Class C drivers licence.

Desirable Criteria

1. Experience working in the Local Government Sector
2. Specific experience contributing to the development of a safety culture strategy

The position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct, including but not limited to, the contract of employment, Code of Conduct, delegations of authority, legislation, regulation, policy, procedure, process, standards and plans.

I have read and understand the requirements and accountabilities of this position.

Name (please print)

Signature

Date