

ROLE DESCRIPTION

ROLE TITLE: Work, Health, Safety and Wellbeing Lead

AGENCY: [Department of the Premier and Cabinet](#)

CLASSIFICATION: ASO8

DIVISION: Chief Operating Office

ROLE NUMBER: M03839

BUSINESS UNIT: People and Culture

REPORTS TO: Manager, Workforce Capability

ROLES REPORTING TO THIS ROLE:

Principal WHS, IM and Wellbeing Consultant

WHS and Wellbeing Partner

Administrative and Project Support Officer

ROLE PURPOSE:

The Work, Health, Safety (WHS) and Wellbeing Lead is responsible for the operational leadership and management of the work health safety and wellbeing function within DPC and client entities. The role provides high-level specialist advice and consultancy services to executive, management and employees. The role is accountable for leading the development, design and implementation of WHS policies, projects and procedures, safety management systems and a wellbeing program that ensures DPC and client entities meet their WHS legislative obligations and provides a safe healthy working environment for all employees.

KEY OUTCOMES OF ROLE:

1. Develop and lead the implementation of WHS and Wellbeing strategies, projects and initiatives within established timeframes, objectives and budgets to build organisational and leadership capability across DPC and client entities to meet current and future needs.
2. Provide high-level advice to executives, senior leaders, and WHS team members, including the identification and mitigation of physical and psychosocial risks, ensuring best practice WHS and Wellbeing approaches and compliance with legislative requirements.
3. Oversee the delivery of WHS and Wellbeing services to client entities, ensuring service provision aligns with agreed service level agreements and stakeholder expectations.
4. Lead, coach and develop WHS and Wellbeing team members to foster initiative, collaboration and accountability, ensuring high-quality outcomes are delivered within required timeframes.
5. Oversee incident investigations and corrective actions and develop targeted strategies to address key workplace hazards across DPC and client entities, driving continuous improvement in WHS, Injury Management and Wellbeing.
6. Provide strategic reporting and analysis on WHS performance, trends and risks to the WHS Strategic Committee and other relevant governance forums to support informed decision-making.
7. Drive measurable improvements in safety and injury management performance through strong leadership, accountability and positive behavioural change.
8. Lead and participate in internal and external audit programs, including partnering with the Office for the Commissioner for Public Sector Employment, to ensure compliance with public sector WHS and injury management requirements.

KEY RELATIONSHIPS / INTERACTIONS:

- DPC executives and employees
- Attached offices to DPC
- WHS Strategic Committee and relevant WHS governance committees
- Other agencies, such as OCPSE and SafeWork SA
- Work Injury Services

SPECIAL CONDITIONS:

Applicants will be required to undergo the appropriate and relevant Employment Screening Assessment(s) required for this role in line with the DPC Employment Screening Policy.

- This role requires (please select those relevant for the role):
 - Nationally Coordinated Criminal History Checks (NCCHC) (required for all roles)
- The Incumbent will be required to participate in the department's Performance Management Program.
- The Incumbent may be assigned to another position at this remuneration level or equivalent.
- Some work outside of normal hours may be required.

KEY SELECTION CRITERIA:

- Significant knowledge of Government legislation, policies, procedures and activities relating to work health and safety, rehabilitation and workers compensation, risk management and the International Standard for OHSMS (ISO 45001:2018).
- Proven ability to lead and influence organisational change to create and sustain a positive health, safety and wellbeing culture, including leadership of psychosocial risk management and wellbeing initiatives.
- Demonstrated experience in Injury Management and Return to Work, including early intervention strategies, return to work coordination and collaboration with key stakeholders to achieve sustainable outcomes.
- Strong capability in WHS risk management, performance measurement, evaluation and reporting, using data and insights to monitor trends, identify emerging risks and drive continuous improvement.
- Highly developed written and verbal communication skills, with the ability to provide clear, authoritative advice and reporting to Executives, senior leaders and governance committees, and to communicate effectively with diverse audiences.
- Proven ability to build trusted relationships and work collaboratively with a wide range of internal and external stakeholders, including executives, client entities, regulators and employee representatives, through effective consultation and influence.

PURPOSE

- Making a difference so South Australia thrives

VISION

- The Heart of government

DPC VALUES

- Curious
- Courageous
- Connected

SOUTH AUSTRALIAN PUBLIC SECTOR VALUES

- | | |
|-------------------|--------------------------------|
| ▪ Trust | ▪ Collaboration and Engagement |
| ▪ Service | ▪ Honesty and Integrity |
| ▪ Professionalism | ▪ Courage and Tenacity |
| ▪ Respect | ▪ Sustainability |

CORPORATE RESPONSIBILITIES

Incumbents are responsible for:

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintaining a commitment to the [Public Sector Act 2009](#), [The Code of Ethics for the South Australian Public Sector](#), and the legislative requirements of the *Public Sector Act 2009* and [Work Health and Safety Act 2012](#).
- Creating and maintaining a diverse, accessible, inclusive and culturally safe workplace to enable us to reflect our community.

- At all times acting in a manner that is non-threatening, courteous, respectful, and consistent with DPC's accreditation as a White Ribbon workplace.
- Demonstrating a genuine commitment to Reconciliation, and the achievement of Reconciliation Action Plan outcomes.

CORE COMPETENCIES & ASSOCIATED BEHAVIOURS EXPECTED AT THIS CLASSIFICATION

Develops Strategic Thinking

- Demonstrates big-picture thinking to develop and maintain strategic direction
- Inspires and influences others towards achieving organisational goals and business objectives
- Develops and oversees the implementation of change initiatives in a sometimes uncertain environment
- Anticipates and identifies problem areas. Rapidly defines, objectively analyses and solves highly complex ambiguous problems
- Understands the organisations objectives and links between the business unit, the organisation, the whole of government policy agenda and public service values

Achieves Results

- Builds a high performing team that makes effective use of individual/team capabilities & drives effective outcomes
- Looks outside of organisational silos to identify resources and uses evidence, knowledge and experience to deliver the best results
- Adheres to, interprets and explains Public Sector legislation, regulations and policies and manages compliance across all areas of the Business Unit
- Manages own & others project performance & takes action to improve the delivery of quality outcomes
- Values specialist expertise and creates an environment conducive to the sharing and effective utilisation of professional knowledge and skills

Drives Business Excellence

- Continually searches for and champions new and innovative ways to add value linked to organisational outcomes. Embraces change
- References and utilises market trends, developments and economic/legislative changes to meet current and future organisational needs
- Inspires ongoing learning. Sets clear performance standards and gives timely recognition for good performance. Manages under performance promptly
- Proactively drives outstanding customer service through understanding needs
- Manages expenditure & oversees procurement, ensures security of systems, deploys resources appropriately

Generates Genuine Partnerships

- Establishes credibility and negotiates persuasively. Offers a convincing rationale which has been carefully positioned against organisational outcomes
- Uses appropriate strategies to prevent, manage and resolve conflicts and disagreements promptly
- Facilitates a collaborative approach and promotes a positive environment to share information, encourage ideas and stimulate open discussion
- Demonstrates and models the values in creating partnerships across the business, and developing effective networking opportunities
- Confidently presents complex information in a clear & articulate manner tailored to meet the needs of the audience

Role Models Personal Drive and Professionalism

- Maintains the highest level of integrity to embed ethical practice and organisation's values into the culture
- Raises and challenges important issues constructively and stands by own position when challenged. Accepts accountability for mistakes and ensures corrective action is taken
- Persists and focuses on achieving objectives through pressure, responding positively & in a controlled manner
- Demonstrates a high level of self awareness and can identify areas in which own capabilities complement others. Strives for continual learning
- Promotes & develops an inclusive workplace culture that values & respects diversity and individual differences
- Advocates and drives standards for the safety and wellbeing of self and others