

ROLE DESCRIPTION

ROLE TITLE: Work Health, Safety and Wellbeing Partner **AGENCY:** [Department of the Premier and Cabinet](#)
CLASSIFICATION: AS07 **DIVISION:** Chief Operating Office
ROLE NUMBER: M03008 **BUSINESS UNIT:** People and Culture

REPORTS TO: WHS and Wellbeing Lead

ROLES REPORTING TO THIS ROLE: Nil

ROLE PURPOSE: The Work Health, Safety (WHS) and Wellbeing Partner is accountable for delivering high-quality WHS, Wellbeing and Injury Management (IM) advice and consultancy services to executives, managers and employees within the Department of the Premier and Cabinet (DPC), with primary responsibility for supporting DPC's cultural entities.

The role works in close partnership with business leaders and key stakeholders to design and implement proactive WHS, Wellbeing and IM initiatives that promote safe and healthy workplaces and ensure compliance with WHS legislation and agreed Service Level Agreements. The role partners with business units to provide practical training, consultation and specialist technical advice, contributing to continuous improvement across work health and safety, wellbeing, return to work, injury management and workers compensation outcomes.

KEY OUTCOMES OF ROLE:

1. Contribute to the development, review and implementation of WHS policies, procedures and processes across DPC.
2. Partner with Cultural Institutions within the Create SA directorate to drive proactive WHS and Wellbeing initiatives that minimise risk and support a safe and healthy workforce.
3. Promote manager and employee awareness of WHS and Injury Management responsibilities, including the delivery of training, and actively encourage participation and commitment to WHS, IM and Wellbeing initiatives.
4. Work in partnership with business units to support the investigation of injuries, incidents and hazards, and assist in the implementation of effective preventative and corrective actions.
5. Analyse WHS and Injury Management trends, data and statistics to inform the development of proactive, evidence-based safety and prevention strategies.
6. Coordinate and support internal audit activities using a system- and risk-based approach to monitor compliance and drive continuous improvement.
7. Deliver a range of WHS and Wellbeing activities, including hazard identification, risk management and analysis of statistical trends across DPC.
8. Contribute to the achievement of DPC objectives, priorities and outcomes through the effective application of WHS and Injury Management knowledge, expertise and experience.
9. Collaborate with leaders, injured workers and Work Injury Services to support suitable duties and facilitate the timely and sustainable return to work of injured employees.

KEY RELATIONSHIPS / INTERACTIONS:

- DPC executives and employees
- Create SA executive leadership and employees
- People and Culture team
- Health and Safety Representatives (HSRs) and WHS Committees
- Work Injury Services
- SafeWork SA and other relevant regulators
- External WHS and wellbeing consultants and training providers

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:

- Demonstrated knowledge and practical application of WHS, Injury Management and Workers Compensation legislation, policies and practices, including experience working within a government and/or self-insured environment and alignment with contemporary standards.
- Proven ability to partner effectively with executives, senior leaders, managers, employees and cultural institutions to provide practical, risk-based WHS, Wellbeing and Injury Management advice tailored to diverse operational contexts.
- Demonstrated experience in hazard identification, psychosocial risk awareness, incident and injury investigation, and the implementation of preventative and corrective actions to drive continuous improvement in safety and wellbeing outcomes.
- Experience supporting effective Injury Management and Return to Work outcomes, including early intervention, coordination of suitable duties and collaboration with leaders, injured workers, Work Injury Services and rehabilitation providers.
- Proven ability to analyse WHS and Injury Management data, identify trends and risks, contribute to audit activities and use evidence-based insights to inform proactive safety and prevention initiatives.
- Highly developed written and verbal communication skills, with demonstrated ability to liaise, influence and work collaboratively with a wide range of internal and external stakeholders, including regulators, central agencies and service providers.

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