

Role Description

(Director)



Our purpose – Helping South Australians Conserve, Sustain and Prosper.

Role Title: Director, People, Safety and Performance

Division: Corporate, Heritage and Climate Action

Classification Level: SAES1

Branch/Unit: People, Safety and Performance

CHRIS Position Number: P02284

Reports to (Title): Executive Director, Corporate, Heritage and Climate Action

About the Agency – [Department for Environment and Water](#)

About the Role

The Director, People, Safety and Performance provides strategic leadership across their portfolio, encompassing human resources, safety and wellbeing, organisational improvement, fleet, facilities and risk and governance.

The Director sets the strategic direction for these functions to ensure robust governance, contemporary workforce practices and HR strategies, strong safety culture, and effective risk management frameworks that support DEW's objectives.

The Director is accountable for strengthening organisational capability, the effective implementation of organisational change, ensuring compliance with required legislation, driving sustainable reform within the portfolio and embedding continuous improvement initiatives across DEW. This is achieved through good governance, integrated planning, reporting and performance measurement, as well as through providing the Minister, Chief Executive, Executive Leaders, Departmental staff and other government agencies with sound advice and support on matters related within the portfolio.

Through collaborative leadership and sound decision-making, the Director ensures portfolio services are integrated and responsive to operational needs, delivering improvements in performance, accountability, and organisational resilience.

As the leader, the Director fosters a culture that drives behaviours consistent with the "The way we work" section of the DEW Corporate Plan, encourages innovation and is viewed as being a highly desirable and impactful place to work.

The Director leads and manages a large and diverse group of staff and is responsible for the efficient and effective delivery of services in the following areas:

- human resources, including recruitment, industrial relations, workforce strategy and organisational development
- workforce safety and wellbeing
- fleet and facility management
- contract management
- legal services
- governance and performance, including business process improvement and compliance
- risk management, including supporting the Audit and Risk Committee; and
- Freedom of Information.

Key Role Outcomes

- As a key member of the Division's Leadership team, provide leadership in developing and driving the strategic direction and operations of the Division.
- Key deliverables are achieved through effective strategic leadership across the Branch, Division and Agency across diverse areas including human resources and work health and safety, legal services, governance and policy, Freedom of Information, fleet and facilities management, and risk and audit.
- Operates within a resource constrained environment, while fostering trusted partnerships with leaders to ensure compliance and enable the business to meet its objectives.
- Strategic oversight is provided to branch functions to ensure complex issues are managed effectively, with a particular focus on ensuring the Department promotes a safe work environment and meets its legislative work health safety obligations across its diverse footprint.
- Oversee the development and implementation of enhanced risk management strategies for the agency through strategic advice to the Audit and Risk Committee (ARC) and leadership of the governance function.
- Leads and provides strategic leadership across the department for performance management and workplace investigations, exercising executive oversight to ensure procedural fairness, risk mitigation, regulatory compliance, and consistent application of policy across DEW.
- Provide strategic leadership in delivering sound advice, consultancy and compliance support across the Department, ensuring all functions operate in accordance with required legislation, standards and regulatory frameworks. This includes oversight of obligations under the *Work Health and Safety Act 2012*, WorkCover Performance Standards for Self-Insurers (PSfSI), Accreditation Standards and other applicable guidelines.
- Lead operational improvement, innovation and change initiatives through strategic collaboration with business areas to deliver solutions and modern, robust systems that optimise organisational performance and efficiency.
- As the Agency Security Executive, reporting directly to the Chief Executive and Chair of Security Executive Advisory Committee ensure compliance with relevant protective security frameworks, including physical building security, employee safety, and information security to effectively mitigate evolving security risks.
- Leadership is provided across the Branch to deliver:
 - timely and high-quality advice to the Executive Director, Chief Executive, Executive Leadership Team and Minister
 - the Department's corporate plan priorities
 - strong communication, engagement and a high level of collaboration with stakeholders, both internally and externally across government
- Promotes a solution focused approach that strengthens cross functional collaboration and supports the delivery of business outcomes by implementing new initiatives, change and continuous improvement, with the aim to build reliable systems that modernise and transform service delivery within corporate risk management and professional practice frameworks.
- Creates an environment that empowers managers and staff to contribute ideas, build capability and drive sustainable performance and service excellence in line with department priorities.
- Ensure the Department is well represented in across government forums, committees and working parties to address safety workforce needs and manage risk, through comprehensive planning and strategic reform.

- Ensures contribution to cross government policies and reform initiatives and ensures effective implementation within DEW, supported by appropriate consultation and internal stakeholder engagement.
- Provide effective leadership, fostering a positive work culture, nurturing talent and supporting employee development and wellbeing to drive high performance and success.
- Contribute to maintaining a highly regarded reputation for the Department by fostering positive relationships and consistently demonstrating professionalism and integrity that strengthens trust, credibility and confidence with stakeholders and the community.

Essential Criteria (including qualifications)

[Must be addressed by candidates in written application letter (max 3 pages) in addition to CV unless advertisement advises otherwise]

- Demonstrated experience in effectively leading and managing multidisciplinary teams, demonstrating adeptness in decision making, resource allocation, and fostering a collaborative environment to achieve organisational goals.
- Sound working knowledge of the machinery of government and a demonstrated ability to influence and gain the trust and confidence of others at senior level in government, public sector, and non-government organisations.
- Demonstrated experience in complex policy development and delivering large-scale programs of work including those related to governance, business efficiencies and human resources.
- Demonstrated experience and understanding in leading strategic and operational outcomes in a highly politically sensitive and complex environment.
- Proven ability to develop effective relationships with and between government, and non-government stakeholder groups to achieve the priorities and goals of government.
- Demonstrated experience in leading successful cultural change and driving a culture of high performance.
- Demonstrated critical thinking skills that enable the identification and articulation of issues or problems with the development of solutions and their implementation.
- Demonstrated ability or willingness to learn to utilise artificial intelligence tools and other emerging technologies to drive innovation, improve organisational performance and strengthen service delivery.
- Excellent negotiation, interpersonal and communication skills in complex environments.
- A tertiary qualification in an appropriate field (business, governance or management) and/or significant experience in a relevant leadership role in a complex environment.

Desirable Criteria

- Demonstrates cultural awareness through the recognition of the barriers for and unique experiences of Aboriginal and Torres Strait Islander people.
- Shows and promotes respect for diverse backgrounds, experience and perspectives. Invites and encourages diversity of thought. Supports cultural safety for Aboriginal employees and people of culturally diverse backgrounds.
- A relevant post graduate qualification/s.

Direct reports

- General Manager, Governance and Performance (MAS3)
- General Manager, Human Resources (MAS3)
- General Manager, Accommodation and Fleet Services (MAS3)
- General Manager, Work Health and Safety (MAS3)
- Principal Consultant, Industrial and Employee Relations (ASO8)
- Project and Executive Officer (ASO4)

Key Relationships/Interactions

- The Chief Executive, Department for Environment and Water.
- Works collaboratively with the Executive Leadership Team and members of the Division's management team, managers, and staff across the agency.
- The Office of the Commissioner for Public Sector, Employment, the Department for Treasury and Finance (DTF) and the Department for Infrastructure and Transport (DIT).
- SA Financing Authority.
- Equivalentents across other SA Public Sector Agencies.
- Key representatives from Local, State and Commonwealth Government Agencies, business, industry, NGO's and community stakeholder groups.

Special Conditions

- You must be willing to participate in emergency preparedness, response and recovery activities required by government agencies.
- Will require intra or interstate travel and work outside of the normal hours of work.
- You must be an Australian citizen, permanent resident, or provide evidence that you hold a valid working visa that allows you to work in Australia without restrictions.
- This role has been identified as a: Position of trust ☒ Prescribed position ☒

The following screening checks are required:

- *You will be required to provide a valid Nationally Coordinated Criminal History Check prior to being employed, which is required to be renewed every three years before expiry. DEW will cover the cost of renewal.*
- *You will be required to provide a valid Department of Human Services Working with Children Check prior to being employed, which is required to be renewed every five years before expiry. DEW will cover the cost of renewal.*

Core Competencies	Elements	Behavioural Indicators
Shapes Strategic Thinking and Change	• Creates Vision • Inspires • Thinks and acts strategically • Leads and influences change	• Develops vision based on the broader public sector vision and direction including state and national policy direction. • Helps create organisational strategies that are aligned with government

	Solves problems	objectives and likely future requirements. - Inspires and influences others creating a shared sense of purpose and direction toward achieving organisational goals. - Operates within a whole of government context, considers multiple perspectives and is aware of potential tension between agency and sector wide outcomes. - Drives the organisational change agenda and maximises results at the organisational and broader public sector level. - Applies intellect and knowledge to weigh up critical information and identify issues.
Achieves Results	- Achieves and delivers results - Drives organisational effectiveness - Exercises Sound Judgement - Manages Compliance with Legislation - Assumes Accountability - Evaluates - Applies Technical Expertise	- Positions the organisation for future success by identifying opportunities and builds the organisation by developing or improving products or services. - Forecasts future organisational requirements and ensures that people are appropriately developed to meet current and future leadership and capability needs. - Exercises sound judgement, makes timely decisions, initiates and responds to urgent actions, and remains calm in crisis situations. - Interprets and explains complex legislative information relating to public sector work and assures legislative compliance within the organisation. - Provides objective, credible and timely reporting to the Executive Director, Chief Executive and Minister(s). - Monitors organisational performance and seeks continuous improvement. - Understands and appropriately applies principles, procedures and policies related to specialised expertise.
Drives Business Excellence	- Influences organisational performance - Predicts and plans for future organisational needs - Leads and develops people	- Continually searches for ways to add value and to position the organisation for future success. - Forecasts future organisational, workforce and service needs to minimise risks and maximise opportunities.

	• Builds Capability and Expertise • Promotes a Customer Service Ethos • Directs Resources	• Gives clear and honest feedback and manages non-performance promptly. • Seeks out and integrates professional expertise into the organisation to improve overall performance and delivery of organisational and whole of public sector outcomes. • Is accountable for organisational finance, resource, and asset management.
Forges Relationships and Engages Others	• Develops and uses political savvy • Negotiates and influences • Manages Conflict • Promotes Information Sharing and the Gathering of Knowledge • Establishes and maintains strategic networks • Communicates clearly and adapts to audience	• Represents the organisation and the public sector effectively in public and internal forums and advocates government policies and agenda. • Identifies key stakeholders and engages their support. • Bridges differences in understanding between key stakeholders. • Uses knowledge of the organisation to tailor approaches to different issues. • Establishes an effective working relationship with the Executive Director and Chief Executive and seeks to understand their needs and expectations. • Identifies and communicates priorities, timelines, clear accountabilities, and performance.

Work Health and Safety

Lead workplace safety procedures and programs

- Proactively ensures all direct reports understand workplace health and safety requirements and responsibilities.
- Leads and participates in health and safety discussions in the workplace.
- Identifies hazards, assesses risks and implements procedures for controlling risks.
- Implements procedures for dealing with incidents and emergency events.
- Maintains appropriate workplace safety records.
- Implements procedures for managing injured workers.

Corporate Responsibilities

- Demonstrate appropriate and professional workplace behaviours that are in line with the Code of Ethics for the South Australian Public Sector.
- Maintain a commitment to Equal Employment Opportunity, Diversity, Ethical Conduct, and record keeping within legislative requirements, according to the principles of the *Public Sector Act 2009*.
- Exhibit and promote the behaviours in line with *The way we work* outlined in the [DEW Corporate Plan](#).

- As an individual it is your responsibility to actively participate in the Department's Performance Review and Development Program. As a leader you are required to action the Performance Review and Development Program inclusive of 6 monthly reviews, for all employees for whom you are responsible.
- Recruit appropriately qualified and experienced staff to the Branch.
- Ensure DEW workplaces are culturally safe, workplace cultural safety is promoted, and issues are efficiently addressed in line with the department's Cultural Safety Procedure.
- Actively promote and drive improvements in First Nations cultural competency within Division and ensure staff participate in mandatory training modules.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.
- Champion positive behaviours and conduct during all interactions with children and young people always adhering to the Child Safe Environment Policy and Procedure & Guideline.

Original Date classified:	13 December 2024	Date reviewed:	Oct 2026
Class method/ Ref #:	Mercer assessment	Reviewed by HR:	Principal HR Business Partners