

# MANAGER, PEOPLE SAFETY AND WELLBEING

## POSITION DESCRIPTION

<b>Position Title:</b>	Manager, People Safety and Wellbeing
<b>Responsible To:</b>	Associate Director, People
<b>Council Portfolio:</b>	Corporate Services
<b>Corporate Team:</b>	People
<b>Classification Level:</b>	Salaried, Level 9

### Overview of Portfolio

The Corporate Services Portfolio provides effective and efficient services and insights to strengthen and grow our organisational capability, and support a culture of accountability, transparency and innovation. Additionally, the Portfolio provides the key support functions to ensure Council's subsidiaries, the Adelaide Central Market Authority (ACMA) and Adelaide Economic Development Agency (AEDA), deliver their objectives in accordance with their respective Charters, and statutory requirements and obligations.

### Overview of Team

The People Team strengthens our organisation's capability to lead and deliver essential services for our community, corporate services for our organisation, and brilliant experiences in our City, by co-creating an environment where our people thrive, live our values, reach their potential, and learn and grow.

### Key Relationships / Interactions

<b>Internal</b>	Employees across the People program City of Adelaide (CoA) employees across all Portfolios, Programs and Corporate Teams
<b>External</b>	SafeWork SA Office of the Technical Regulator Return to Work SA (Exempt Insurance License) LGAWCS (Exempt Insurance License holder) Local Government Association agencies

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## Primary Purpose

The Manager, People Safety and Wellbeing is a member of the People leadership team and leads the development and implementation of strategies that embed a proactive, leader-led safety culture.

Leading a small team, this role is responsible for establishing and implementing progressive, compliant, and effective health, safety, and injury management systems, ensuring the City of Adelaide meets its duty of care obligations and embeds leading practice ways of working.

The Manager People Safety and Wellbeing works across all levels of leadership to provide strategic advice and coaching aimed at building a resilient, safety-conscious, and high-performing workforce.

## Responsibilities

The Manager, People Safety and Wellbeing is responsible for:

1. Maintaining the implementation and improvement of the City of Adelaide's (CoA) Safety and Wellbeing assurance frameworks and programs of work.
2. Developing and leading the delivery of CoA's annual Local Government Risk Services action plan.
3. Establishing and maintaining mechanisms to ensure that policies, procedures, and systems effectively maintain the highest level of safety awareness.
4. Working collaboratively with the People leadership team on the delivery of program goals and the integration of safety and wellbeing priorities across program functions
5. Providing expert advice to support the appropriate management of potentially complex work health and safety incidents and concerns.
6. Overseeing the active management of workers' compensation matters, including rehabilitation, case management and return to work programmes
7. Proactively monitoring changes in Work Health and Safety legislation and leading practice to ensure CoA is both legally compliant and progressive in its approach to safety and wellbeing
8. Planning and implementing programs which equip leaders with the skills and tools to effectively promote and monitor safety and wellbeing within their teams.
9. Building and maintaining relationships with external providers, managing contracts where necessary.
10. Leading and empowering the Safety and Wellbeing team to deliver an effective customer-oriented service which builds organisational safety capability and culture.

## Responsibilities for all leaders:

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Lead and manage your team/s to ensure employee engagement and development, resource optimisation, legislative compliance, and the implementation of ongoing service enhancements.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing.
- Take accountability for identifying, reporting, and responding to WHS incidents or near misses, and ensure the appropriate and responsible use of equipment, supplies, and personal protective equipment (PPE) across the team.
- Lead the team in adhering to security requirements (both physical and cyber) by actively modelling best practices, following secure data handling protocols, supporting secure system management, and ensuring team compliance with all information security and safety obligations.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Ensure completion of all mandatory training and support ongoing professional development both personally and across the team aligned with CoA expectations, compliance requirements and information security.
- Monitor and manage budgets and expenditure within delegated limits to ensure efficient and accountable use of financial resources.

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## Position Criteria

<b>Qualifications</b>	Tertiary qualifications in the OHS/WHS or related management discipline &/or commensurate demonstrated experience in a large self-insured organisation in lieu of formal qualifications.	<b>Essential</b>
	Post graduate level WHS qualifications (or related field).	<b>Desirable</b>
<b>People Management</b>	Proven ability to manage teams of professionals at various stages of development in an environment where the priorities can change at short notice, but existing obligations cannot be changed.	<b>Essential</b>
<b>Financial Skills &amp; Acumen</b>	Ability to forecast the impact of programmable events on the budgeting process. Previous experience in managing departmental budgets and understanding of the budget process including the reconciliation of committed funds.	<b>Desirable</b>
<b>Technical Knowledge &amp; Experience</b>	<p>Significant experience at the strategic and operational level in the WHS and Injury Management welfare fields to support Corporation operations.</p> <p>Proven experience in the development of a positive WHS culture within a diverse organisation.</p> <p>Proven experience in incident prevention, investigation and analysis.</p> <p>Comprehensive experience in the development, consultation, negotiation and implementation of WHS &amp; IM policies and procedures.</p> <p>Experience in auditing and evaluating the performance of WHS management systems.</p> <p><b>Comprehensive knowledge of:</b></p> <p>Safety Management Systems and the WHS Assurance Framework.</p> <p>The <i>Work Health and Safety Act (2012)</i> and WHS Regulations 2012.</p> <p>The <i>Return to Work Act (SA) 2012</i>.</p> <p>WHS related Codes of Practice and Standards.</p> <p>The SA Self Insurer Code and the associated Performance Standards for Self-Insurers (PSSI).</p>	<b>Essential</b>
<b>Project Management</b>	Well-developed project and consultant management skills which underpin the timely development of strategies, projects and programs and assist in cross functional collaboration.	<b>Essential</b>
<b>Innovation &amp; Initiative</b>	Experience in applying/managing best practice change management principles and practices to the development and delivery of strategies and monitoring and reporting on outcomes.	<b>Essential</b>
<b>Resource Management &amp; Decision Making</b>	Ability to effectively utilise allocated resources which includes planning, delegating and prioritising. Ability to prioritise and be flexible when responding to changing priorities and demands.	<b>Essential</b>

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<b>Professional Development</b>	<p>A commitment to ongoing professional development and continuous learning.</p> <p>Willingness to engage in ongoing professional development modules for the CPSP accreditation through seminars and CityEd.</p>	<b>Desirable</b>
<b>Customer Commitment &amp; Integrity</b>	A commitment to internal customers demonstrated through the provision of timely and reliable action on matters within area of responsibility.	<b>Essential</b>
<b>Collaboration &amp; Communication</b>	Ability to build positive relationships and consult, negotiate and communicate with all levels of management and staff, government agencies, stakeholders and the community, both verbally and in writing.	<b>Essential</b>
<b>Administrative Skills</b>	<p>A thorough understanding of practices, procedures and outcomes required of a HR information management system.</p> <p>A high level of organisational and time management skills.</p>	<b>Essential</b>
<b>Government Experience</b>	Experience working in a government environment.	<b>Desirable</b>

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## Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

### Our Values



-  **ACHIEVEMENT**
-  **COLLABORATION**
-  **CUSTOMER COMMITMENT**
-  **INTEGRITY**
-  **INNOVATION**

#### Achievement

- Deliver what matters
- Ensure clarity of direction and unity of purpose
- Inspire excellence and strive for outstanding results



#### Collaboration

- Work together to build successful teams and partnerships
- Be open, inclusive, and share knowledge
- Seek, provide and act on feedback



#### Customer Commitment

- Know your customers and put them first
- Listen to and understand customer needs
- Be responsive, close the loop and deliver on promises



#### Integrity

- Own your actions, successes and mistakes
- Act with transparency, honesty and respect
- Do what you say you will do



#### Innovation

- Look for ways to improve and create positive change
- Think broadly and take a wider viewpoint
- Be responsive to new ideas and opportunities



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## Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

## Physical Demands

<b>Task</b>	<b>Office Workstation</b>
<b>Work Area</b>	<b>Various</b>
<b>Physical Demand Rating</b>	<b>Very Light Work</b>

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
<b>Sitting</b>		✓		Ergonomic adjustable chair	<b>Critical Range of Motion:</b> Shoulder to 90° flexion. <b>Lift Capacity:</b> Up to 2kg (ream of paper). <b>Push / Pull Force:</b> N/A <b>Environmental Factors:</b> Indoor. Carpet in most offices. Lift access in most buildings. <b>Task Rotation:</b> tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse. <b>PPE:</b> Office attire and appropriate footwear.
<b>Standing</b>	✓			Accessing folders, p/copier, talking to others	
<b>Walking</b>	✓			Meeting with others, moving between rooms	
<b>Climbing</b>	✓			Option to take the stairs	
<b>Bending</b>	✓			Reaching down to low shelves, p/copier	
<b>Squatting</b>	✓			Reaching down to low shelves, p/copier	
<b>Gripping</b>		✓		Mouse, stationery, phone	
<b>Forward Reach</b>	✓			Typing, using the mouse, phone usage	
<b>Lift</b>	✓			Light items, folders, paper and documents	
<b>Carry</b>	✓			Short distances within the building /office	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).

\*This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the People Team (OSCAR).

## Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**\*\* Electronic Offer\*\*** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.