

# Position Description

Renewal SA

Government of  
South Australia

<b>Role title</b>	Safety Advisor, Project Delivery and Assets	<b>Last reviewed</b>	17/09/2024
<b>Division</b>	People and Transformation	<b>Team</b>	People and Culture
<b>Reports to</b>	Manager, Safety and Wellbeing	<b>Classification</b>	ASO7
<b>Direct reports</b>	Nil		

## Role Purpose

Provide Safety monitoring, assurance and advisory services to the Renewal SA Asset Management and Project Delivery Teams, in accordance with applicable organisation policies, practices and WHS Specifications.

## Key Accountabilities

- Provide expert advice to Renewal SA project delivery and asset teams on health and safety matters, emphasising hazard management and contractor safety.
- Contribute to the ongoing evolution of Renewal SA safety management systems and standards.
- Conduct document reviews, including Safety Management Plans (SMP), Safe Work Method Statements (SMWs), risk assessments and permit systems.
- Review processes, including hazard identification, risk management, and contractor engagement.
- Observe and evaluate safety culture and commitment, ensuring leadership involvement and support, facilitating Renewal SA site-specific inductions when required.
- Oversee the implementation of organisational permit-to-work systems and manage hazard and WHS risk information.
- Delivery of relevant assurance activities, such as safety observations, risk reviews and assessments, and safety management plan implementation, including scheduling and managing independent audits and reviews.
- Manage relevant safety data for monthly reporting, provide input into the development of safety metrics.
- Follow up and assist relevant teams in driving adherence to incident investigation and action timelines.

## Key Relationships

Internal	
Who	Why
Manager	Receive guidance and instruction, seek clarification and advice, and report on progress against work plans.
Work Team	Participate in meetings, share information, and provide input on issues. Support team members and work collaboratively to contribute to achieving team outcomes.
Internal Stakeholders	Respond to queries, exchange information, and work collaboratively to resolve issues.

External	
Who	Why
Other Government Agencies	Establish networks and collaborative relationships across SA Government to share ideas and learnings and develop common responses to emerging issues.
External Stakeholders	Engage with relevant stakeholders to facilitate communication, provide expert advice, gather, and exchange relevant information.
Vendors/Suppliers/Consultants	Manage contracts for quality, on-time service delivery, compliance, and performance targets.

## Key Challenges

- The role must navigate the challenges between tailoring WHs risk management and assurance systems to meet specific business needs while maintaining efficient and practical workflow.
- The role will require strong relationship building skill to coach and guide teams and key stakeholders on achieving optimal safe outcomes.

## Qualifications and Technical Requirements

- Certificate IV in Work Health and Safety is desirable, or relevant experience.
- Working knowledge of WHS Legislation, ISO 45001 standards, and a commitment to upholding safety practices.
- White card.

## Special Conditions

- Out of hours work may be required.
- Inter/intrastate travel may be required.
- The incumbent must meet the WHS responsibilities and accountabilities as set out in the Renewal SA WHS Policy commensurate with their role. This includes ensuring that any work undertaken by or on the behalf of Renewal SA, is undertaken in accordance with the WHS Act 2012, Regulations, Codes of Practice, and internal Specifications.
- The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with the State Records Act 1997
- The role is deemed a 'Position of Trust' pursuant to the standards required in the Australian Government Protective Security Policy Framework
- A current satisfactory National Police Clearance is required and renewed as per Renewal SA's policy.

## Key Capabilities

The [Renewal SA Capability Framework](#) integrates the Renewal SA Strategic Plan and the South Australian Public Sector Values to define the capabilities we need to operate effectively. Our Framework is led by four principles that are critical themes and considerations that ensure safety, personal leadership, best practice, and our communities are at the forefront as we apply our capabilities.

All the capabilities within the Renewal SA Capability Framework are relevant for all employees. The below outlined capabilities are specifically needed to successfully perform the role.

Capability Group	Capability	Level	Behaviours
<b>Culture and Collaboration</b>	Build relationships	Intermediate	<ul style="list-style-type: none"> <li>• Communicate authentically and openly with your teams and provide honest constructive feedback.</li> <li>• Try to see others point of view and relate to and understand their perspective.</li> <li>• Plan and structure interactions with others to focus them on achieving the purpose.</li> <li>• Create opportunities for your teams and others to contribute and iterate on ideas and feedback.</li> </ul>
<b>Strategy and Growth</b>	See the big picture	Intermediate	<ul style="list-style-type: none"> <li>• Show knowledge of and participation in Renewal SA's strategic planning cycle and its inputs.</li> <li>• Understand the interfaces, dependencies and impacts across Renewal SA from different courses of action.</li> <li>• Consider future aims and goals of the team and Renewal SA in prioritising and delivering work.</li> <li>• Identify dependencies between roles and teams across the organisation to manage risks.</li> </ul>
<b>Innovation and Agility</b>	Welcome curiosity	Accomplished	<ul style="list-style-type: none"> <li>• Challenge others on their understanding of the purpose of their actions and the rationale of doing thing a certain way.</li> <li>• Help promote a culture where all questions are encouraged and meet with enthusiastic response.</li> <li>• Leverage publications, data, thought leadership and other reputable information to create points of comparison and insights.</li> <li>• Create opportunities for others to question and provide feedback on Renewal SA's ways of working.</li> </ul>
<b>Solutions Focused</b>	Prioritise and plan	Accomplished	<ul style="list-style-type: none"> <li>• Break down Renewal SA's strategic planning to discrete work activities required to achieve the outcomes.</li> <li>• Lead your teams' planning activities to deliver against the strategic objectives on time and budget.</li> <li>• Drive the creation of integrated schedules defining team member's roles, timeframes and stakeholder or other interdependencies.</li> </ul>

			<ul style="list-style-type: none"> <li>Lead teams to update schedules and plans where significant changes or impacts to objectives are required.</li> </ul>
<b>Technical Capability</b>	Project enablement	Intermediate	<ul style="list-style-type: none"> <li>Contributes to project outcomes and decision-making activities and processes, enabling the project team to achieve outcomes across the project lifecycle.</li> <li>Displays expertise in the project management process and takes ownership of various technical activities to support project outcomes.</li> <li>Resolves common issues by taking a proactive approach to pre-empting, identifying and escalating risks and dependencies.</li> <li>Identifies and consults project team members and stakeholders to inform progress reviews, outcomes and improvements across the project lifecycle.</li> </ul>

Delegate		Role occupant	
This position profile accurately outlines the expectations of the role.	<input type="checkbox"/>	I have read and understood the role and expectations of me.	<input type="checkbox"/>
<b>Name</b>		<b>Name</b>	
<b>Title</b>		<b>Signature</b>	
<b>Signature</b>			
<b>Date</b>	Click to enter a date.	<b>Date</b>	Click to enter a date.