Directorate	Education
Division	Service Design and Delivery Group
Temporary/Permanent	Permanent
Position Number	57597
Classification	Senior Officer Grade A
Position Title	Senior Director, Work Health and Safety, Early Intervention and Wellbeing
Immediate Supervisors	Executive Branch Manager, Complex Behaviour Support & WHS Branch

Directorate Overview

The Education Directorate is responsible for early childhood education and care, and school education in the ACT. The Directorate provides school education services to children and young people both directly through public schools and indirectly through regulation of non-government schools and home education.

Our vision is that we will be a leading learning organisation where people know they matter. We focus on creating capable, resilient, and active citizens by placing students at the centre, empowering learning professionals, building strong and safe communities, and systems that support learning and safety.

Branch Overview

The Complex Behaviour Support and Work Health and Safety Branch is responsible for the monitoring and identification of incidents involving violence and abuse, identification of emerging risks and coordinating responses. It facilitates professional learning for schools to build the capability of school-based staff to provide safe learning environments. This is a high-profile branch managing key risks of the business. These activities are done in consultation with stakeholders across the Directorate.

The Position

We are seeking a work health and safety (WHS) professional to lead the strategic direction for an integrated WHS, wellbeing and early intervention approach to support the safety and wellbeing of our staff. Working with other teams in the Complex Behaviour Support and WHS Branch you will ensure that WHS, wellbeing and early intervention approaches are incorporated into all aspects of the Directorate's functioning.

You will work collaboratively across the Directorate to drive the continuous improvement of the systems and processes to support an integrated approach to WHS, wellbeing and early intervention in our schools and Education Support Office to drive a strong safety culture.

Our ideal candidate will have exceptional interpersonal and communication skills. You will be a supportive, collaborative, and engaging leader with extensive knowledge of WHS legislation and experience in implementing WHS, wellbeing and early intervention policies and processes in workplaces. You will need to demonstrate resilience, tact and empathy in managing multiple stakeholders and sensitive situations and work to tight timeframes.

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Duties and Responsibilities

In accordance with Directorate Policies:

1. Lead an integrated approach to WHS, wellbeing, early intervention through the delivery of systems and processes for safe workplaces.

2. Oversee the management of the Education Directorate's WHS management system to support the Education Directorate's WHS compliance, including maintaining knowledge of contemporary WHS and injury management legislation, relevant policy, and practices.

   Lead work to deliver on the Education's Directorates strategic priorities and operational capability to ensure safe workplaces by partnering with business units, Health and Safety Representatives and the Directorate's WHS Consultative Committee to plan and develop WHS and wellbeing approaches that are evidence based, address the Directorate's risks to health, safety and wellbeing, and are integrated with the Directorate's broader functions.

3. Build and maintain cooperative, collaborative, and productive working relationships with stakeholders including Work Safety Group, Worksafe ACT, unions and other business units and provide a high level of professional, specialist and/or technical advice on issues associated with work health and safety.

4. Prepare and produce a range of reports and briefs to provide the Education Directorate Executive team, and other stakeholders high quality, evidenced based information in relation to the WHS, and staff wellbeing performance of the Directorate.

5. Drive the continuous improvement of WHS performance in the Directorate through the delivery of a robust audit and assurance approach of the Directorate's implementation of its systems and processes and evaluation of performance against targets.

6. Manage a small team to ensure WHS risk assessments and safety audits are regularly conducted across the Directorate; ensure all reported incidents and hazards are responded to as soon as reasonably practicable and provide input to preventative measures and controls to mitigate and reduce further workplace risk and incidents.

7. Manage a small team who effectively respond to notifiable incidents that occur in the Directorate including notifying WorkSafe and relevant internal stakeholders and partnering with the relevant business units to immediately respond to any risks and respond with the appropriate incident investigation.

8. Promote work health and safety, equity and diversity, participative management and environmental management in the workplace and act in accordance with ACTPS Values; represent the Directorate at relevant ACTPS and national groups

Selection Criteria

1. Demonstrated technical expertise and high level leadership and management skills to deliver positive work health and safety and wellbeing outcomes.

2. Advanced knowledge and practical experience of contemporary WHS, wellbeing and work rehabilitation issues and associated legislation and the ability to translate this knowledge into practical advice across the Directorate.

3. Ability to manage multiple complexities, activities, stakeholders and develop and deploy change management process.

4. Excellent liaison and negotiation skills and the ability to establish and sustain effective internal and external working partnerships and facilitate collaborative approaches to deliver continuous improvement in work health and safety, wellbeing, and early intervention strategies.

5. Highly developed written and oral communication skills and the ability to prepare a range of correspondence, reports and submissions using sound research, analytical, diagnostic and reporting skills; and resolve complex problems and policy issues.

6. Demonstrated understanding and commitment to the implementation of the principles of respect, equity and diversity (RED), ACTPS values and principles, participative work practices, work health and safety, staff development and training.

Highly Desirable

1. Tertiary qualifications in Human Resources, Work Health and Safety or similar and / or experience in managing WHS, wellbeing and injury management frameworks for a large workforce would be high regarded.

How to Apply

Please submit a response to the selection criteria (maximum 2 pages), a current CV/resume and contact details for 2 referees.

Applications should be submitted via the Apply Now button below.

Note:

- A merit pool will be established from this selection process and may be used to fill identical vacancies on a permanent or temporary basis over the next 12 months.
- Applicants may be selected on written applications and referee reports only.