POSITION DESCRIPTION

Directorate: Education

Division: Service Design & Delivery

Business Unit: Complex Behaviour Support & WHS Branch

Position Title: Director WHS & Wellbeing

Position Number: 49963

Classification: SOGB

Location: HBCTL, Stirling

Last Reviewed: 12 December 2024

DIRECTORATE OVERVIEW

The Education Directorate is one of nine ACT Government Directorates established with a collaborative purpose to achieve the ACT Government's priorities and to serve the community. The Education Directorate services include the provision of public-school education, regulation of education and care services, registration of non-government schools and home education.

What is important to us: We are an education system that empowers our young people to thrive in ways that foster a democratic, equitable, diverse and prosperous society.

Our Mission: We develop and deliver educational services to empower each young person in the ACT to learn for life.

Our Vision: to be a leading learning organisation where people know they matter. Our Directorate values of respect, integrity, collaboration, and innovation reflect the employee values of the ACT Public Service.

The ACT public education system continues to expand with over 50,000 students attending 91 public schools, comprising:

- 53 preschool to year 6 schools (including two Koori preschools);
- 11 year 7 to 10 high schools;
- eight year 11 and 12 secondary colleges;
- five early childhood schools (preschool to year 2 including one Koori);
- four specialist schools;
- ten preschool to year 10 schools (including two Koori preschool).

The Directorate also has responsibility for the planning and coordination of early childhood education and care services for the ACT.

The Directorate is structured around five groups: School Improvement; System Policy and Reform; Business Services; Safe at School and Service Design and Delivery. The Directorate employs over

8,000 staff including over 4,700 school teachers and leaders.

The Directorate operates within a 'One ACT Government' framework to facilitate the implementation of whole-of-government priorities and initiatives. The ACT Government's vision for the Territory is embodied in the following strategic themes – quality health care; a fair and safe community; excellent education, quality teaching and skills development; a strong dynamic economy; a vibrant city and great neighbourhoods; a sustainable future; and high-quality services.

DIVISION OVERVIEW

The major responsibilities of the Service Design and Delivery Division are:

- to deliver high quality education services to the Canberra community
- to develop and deliver system-wide strategies to improve teaching policy and practice
- the wellbeing of over 50,000 students, including the development and delivery of student engagement services.
- the delivery of support services to schools to assist with access to education for students with challenging behaviours and complex needs, students alienated from schooling, and school aged attendees of Bimberi Youth Justice Centre.
- to ensure the Directorate's engagement with digital transformation and alignment to the ACT Government's Digital Canberra Concept and resulting business innovation across the Directorate.
- ensuring cross-sectoral leadership of policy development and implementation of the Australian Curriculum for Kindergarten to Year 10, including assessment and reporting.
- providing executive guidance of the development and delivery of school improvement programs and interventions for all 91 ACT public schools utilising the national school improvement tool as the core framework; and
- engaging with key stakeholders and other government agencies to improve the efficacy of the ACT public education system to deliver high quality education outcomes for all school and students.

BUSINESS UNIT OVERVIEW

The Complex Behaviour Support and WHS Branch works with schools to improve student safety, engagement and learning outcomes by strengthening school capacity in using evidence based universal strategies for all students and selected and targeted supports for individual students demonstrating complex and challenging behaviours.

The Australian Capital Territory Public Service (ACTPS) is a values based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well demonstrate the related signature behaviours.

POSITION OVERVIEW

The Director Work Health Safety and Wellbeing is responsible for the operational management of the Work Health safety and Wellbeing team within the Complex Behaviour Support and Work Health and Safety Branch. Reporting to the senior Director HR Business Partnerships, the team is responsible for providing operational and strategic WHS and

wellbeing expertise and advice to school leaders and the Directorate. The role supports the Directorate to building capacity and capability across the organisation, improving the Directorate's safety culture and safe systems of work. They lead a team that works in professional partnership with other business units and schools to deliver a proactive, collaborative and strategic approach to WHS and wellbeing

DUTIES

In accordance with Directorate Policies:

1. Provide leadership support to the Work Health and Safety team across three areas of responsibility:
    a. Safety
    b. Early intervention and wellbeing; and
    c. Policy and strategy
2. Support the Education Directorate's compliance with Work Health and Safety requirements by maintaining an up-to-date knowledge of all relevant legislation, policy and practices, providing advice, assistance and support to schools on all aspects of WHS and wellbeing.

3. Partner with business units, Health and Safety Representatives and the Directorate's Work Health Safety Committee to plan and develop WHS best practice, both operationally and strategically and support management of the Directorate's WHS risk profile.

4. Support continuous improvement of the Directorate's safety management system. Update and or develop relevant policies and documented safe work practices, ensuring they remain contemporary and adhere to relevant legislative requirements as well as the ACT whole of government framework.

5. Build and maintain cooperative, collaborative and productive working relationships and provide a high level of professional, specialist and/or technical advice on issues associated with work health and safety, workers' compensation and rehabilitation management.

6. Prepare reports and briefs using an evidence-based approach. Develop performance targets and evaluate results and achievements against the targets, seeking continuous improvement in Health and Wellbeing reporting, processes and systems.

7. Ensure WHS risk assessments and safety audits are regularly conducted across the directorate.

8. 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.

Promote workplace safety, equity and diversity, in the workplace and act in accordance with ACTPS Values;

SELECTION CRITERIA

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

1. A strong understanding of the operational and strategic aspects Work Health and Safety Management systems and experience at leading teams responsible for the delivery of Work Health Safety and Wellbeing functions.

2. Highly developed understanding of how to apply Work Health and Safety requirements to a schools or similar context, and demonstrated ability to translate this knowledge into practical advice for all business units.

3. Excellent liaison and negotiation skills and the ability to establish and sustain effective internal and external working partnerships with clients that facilitate collaborative responses to continuous improvement in work health and safety.

4. 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.

5. 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.

Desirable:

Relevant tertiary qualifications in law, psychology or WHS would be an advantage

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Director of Data, Information and Process Management (position number 49963) and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Occasionally

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Never
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADO's)	Occasionally
Peaks and troughs	Occasionally
Frequent overtime	Never
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Occasionally
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally

Sequential repetitive movements in a short amount of time	Occasionally

TRAVEL	**FREQUENCY**
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Occasionally

SPECIFIC HAZARDS	**FREQUENCY**
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Occasionally
Excessive noise	Never
Low lighting	Occasionally
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Occasionally

OTHER	**FREQUENCY**
Uniform required	Never
Personal Protective Equipment (PPE) required	Never