

POSITION DESCRIPTION

WORK, HEALTH AND SAFETY AND INJURY MANAGEMENT TEAM LEADER

Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

Our Goals

Thriving Community	Prosperous Economy	Clean And Green City	Places For People
<i>A City where people have the opportunity to connect and flourish</i>	<i>A City with a thriving economy that enriches its local community</i>	<i>A City that values its natural environment</i>	<i>An accessible City where people love to be</i>

Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes.
Our systems, processes and tools are contemporary and reflect leading practice.
Our assets and finances are managed with good stewardship.

We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

Our Organisational Values

Make a Difference We serve our community well	Grow & Improve We improve our work everyday	Better Together We collaborate & create to deliver meaningful outcomes
• Deliver public good • Improve the quality of people's lives • Community focussed • Deliver Council's City Plan	• Innovate • Continuously improve • Problem solve • Adapt & change • Engage the community • Shape the future	• Trust, honesty, integrity • Care & support each other • Work as a team • We celebrate success • We are accountable • Open communication

The position is:

Position Title	Work Health & Safety & Injury Management Team Leader		
Department & Section	Corporate Services, People & Culture		
Team	Work Health & Safety & Injury Management		
Reporting to	People & Culture Manager		
Positions Reporting to it	2 x Work Health & Safety Partners WHS & Injury Management Systems Coordinator WHS Program Coordinator		
Classification and Stream	MOA 7		
Position Number	3043	Prescribed Position:	YES ☐ NO ☒

How does this position contribute to our community?

This position plays a key role in fostering a strong culture of safety, wellbeing and resilient workforce that enables Council to deliver high-quality services and outcomes. Through the leadership of contemporary Work Health & Safety (WHS) and Return to Work (RTW) programs, the role provides functional and operational support to leaders and employees, helping them manage risks, support employee wellbeing and perform at their best. By promoting a positive safety culture, supporting effective rehabilitation and return to work outcomes, and strengthening Council's reputation as an employer of choice, this position helps ensure Council can sustainably deliver services that enhance the wellbeing of our community.

What does the position do?

- Provide strategic leadership and direction for Council's Work Health and Safety, Injury Management and Return to Work functions, ensuring compliance with organisational objectives, WHS and Return to Work legislation and best practice.
- Lead and develop a high-performing team, fostering a culture of accountability, collaboration, innovation, service excellence and continuous improvement.
- Develop, implement and continuously improve Council's WHS & RTW strategies, frameworks, systems, policies and programs to strengthen organisational capability and safety performance to achieve Council's objectives (City Plan).
- Provide subject matter expert advice and recommendations on complex WHS & RTW matters, compliance and organisational risk.
- Promote and lead a positive safety culture across the organisation, influencing proactive WHS and Return to Work outcomes while fostering accountability and ensuring employees understand and uphold their responsibilities for their own safety and safety of others.
- Partner with the Executive Leadership Team, Leaders and team members to embed safety leadership, strengthen risk management practices and promote shared ownership of WHS outcomes across the organisation.
- Lead the development and implementation of WHS & RTW strategies, initiatives, section plans and programs, including recommendations for improvement.
- Develops, maintains and tests Council's Emergency Management arrangements.
- Provide expert advice to management, safety representatives and employees on WHS and RTW legislation, and review policies and procedures to ensure compliance with relevant legislative and regulatory requirements.
- Develop, monitor and review WHS & RTW Policies and Procedures in consultation with management and employee representatives to ensure legislative conformance.
- Undertake the role of "Internal Rehabilitation Coordinator" within City of PAE.
- Manage the RTW claim process to ensure compliance with WorkCover Performance Standards for Self-Insurers.

- Provide leadership and assistance to Managers and Supervisors in managing RTW claims, rehabilitation and RTW Plans, including the provision of regular reports on claims and rehabilitation status.
- Represent Council at RTW Tribunal Hearings.
- Liaise with the LGAWCS WHS, RTW Claims and Injury Management consultants in conducting workplace audits, incident investigations, rehabilitation and RTW programs and other activities as required.
- Coordinate the City of PAE's WHS & RTW consultation processes i.e. WHS Steering Committee and Department Safety Committees providing leadership, advice and assistance as required.
- Coordinate LGAWCS WHS & RTW internal audits to monitor conformance with RTW SA's Performance Standards for Self-Insurers and to maximise the annual workers compensation contribution rebate.
- Coordinate LGAWCS Risk Evaluations when conducted.
- Develop and maintain an effective WHS & RTW training database to ensure accurate training records are maintained.
- Monitor emerging legislative, industry and workforce trends and translate them into practical improvements that strengthen organisational performance, compliance and safety culture.
- Champion a culture where safety, wellbeing, accountability and continuous improvement are embedded within everyday operations and decision-making.

What outcomes does the position deliver?

- Council has a contemporary, effective and compliant WHS and Injury Management framework that supports organisational objectives and legislative requirements.
- WHS and Return to Work strategies, policies, systems and programs are continuously reviewed and improved to reflect organisational needs and best practice.
- Workplace hazards and risks are proactively identified, assessed and controlled to minimise incidents, injuries and organisational risk.
- Council maintains compliance with relevant WHS, RTW and injury management legislation, standards and regulatory requirements.
- Sustainable return to work outcomes are achieved through effective injury management, rehabilitation coordination and workers compensation claim administration, minimising the impact of workplace injuries on employees and the organisation.
- Improved WHS performance, organisational accountability and risk reduction through data-driven insights, effective reporting, robust systems and the application of lessons learned from incidents, audits and reviews.
- Strong organisational WHS capability, supported by an engaged and high-performing team, and leaders and employees who are confident, informed and accountable in fulfilling their WHS responsibilities.

The behaviours we expect the position to contribute to our workplace are:

- Models PAE Values and acts in accordance with the Code of Conduct
- Effective communications and ability to effectively share information
- Analyses complex issues, evaluates risks and opportunities, and makes informed, timely decisions that support organisational objectives.
- Demonstrates initiative, motivation and a positive attitude, maintaining focus and commitment to achieving objectives.
- Operates with a high level of empathy and openness to ideas and diversity, valuing different experiences and perspectives and fostering inclusion.
- Demonstrates a customer-centric approach, ensuring services are responsive, professional and aligned with organisational values and community expectations.
- Empowering leader who develops, coaches, and provides appropriate feedback to assist others reach their full potential

- Demonstrates strong influencing skills, building credibility and trust to gain commitment, foster collaboration and achieve positive outcomes across the organisation.
- Establishes and maintains constructive relationships built on trust, integrity and mutual accountability to achieve positive organisational outcomes.
- Exercises political awareness and organisational sensitivity, understanding the broader context in which decisions are made, navigating complex stakeholder relationships appropriately, and responding with professionalism and discretion.

Qualifications for the position

- Bachelors Degree or higher in Business, Management, or other related fields
- WHS qualifications and/or considerable WHS experience
- Audit qualifications are desirable

Experience

- Significant experience leading Work Health & Safety, Injury Management and Return to Work functions within a complex organisation.
- Demonstrated experience leading, developing and motivating high-performing teams, including coaching, mentoring, performance management and capability development.
- Proven experience in developing, implementing and continuously improving WHS & RTW management systems, governance frameworks, policies, procedures and learning and development programs
- Demonstrated experience operating at both strategic and operational levels, translating organisational objectives into practical WHS & RTW initiatives and outcomes.
- Demonstrated experience leading organisational change and influencing leaders to embed a positive and proactive safety culture.
- Experience analysing safety performance data, identifying trends and implementing evidence-based improvement initiatives.
- Experience developing and delivering training, education and capability-building initiatives to strengthen organisational WHS performance.

Knowledge

- Extensive knowledge of the Work Health and Safety Act 2012, Regulations 2012, contemporary WHS trends, emerging risks and industry best practice.
- Extensive Knowledge of Return-to-Work Act 2014, Regulations 2015 and contemporary injury management and rehabilitation practices.
- Sound knowledge of WHS governance frameworks, risk management principles, incident investigation methodologies and continuous improvement practices.
- Sound knowledge of consultation, stakeholder engagement and change management principles within a workplace setting.
- Understanding of emergency management, business continuity and organisational resilience principles.
- Understanding of Records Management Responsibilities.

Information Management/Cyber Security

- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.
- Foster a cyber security conscious culture in your team by understanding the cyber security risks to your team, and encouraging the correct cyber security behaviours
- Ensure training is provided to employees in positions of trust or who have heightened cyber security responsibilities, or increased risk profiles to ensure sound cyber security practices are understood, and effective cyber security controls are implemented and followed

Child and Vulnerable People Safe Environment

- A child and vulnerable people safe environment is maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

Procurement and Contract Management

- Responsible for complying with Councils procurement policy and processes
- Proficient in the application and requirements of procurement within a Local Government context
- Requirement to undertake regular training regarding procurement and contract management activities

Our Safety and Return to Work Commitments

Manager and Team Leaders

- Provide leadership in the implementation of the City of Port Adelaide Enfield's WHS Management System within their Team/Section.
- Investigate or coordinate the investigation of hazards and incidents within their Team/Section to identify reasonably practicable controls measures.
- Actively participate and encourage preventative WHS strategies, audits, team meeting discussions and training and support the WHS Committees as practicable.
- Assist in early return to work strategies and participate and support injured workers in return to work processes.
- Consider WHS in recommendations made to the Executive Leadership Team and Council.
- Report work related injuries to the Internal RTW Coordinator as soon as reasonably practicable.
- Assist injured workers in the RTW process.

All Staff

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.