

<b>Position Title:</b>	Manager, Work, Health and Safety (WHS)
<b>Division:</b>	Corporate Services
<b>Department:</b>	WHS
<b>Classification / Level:</b>	JG 10
<b>Ordinary working hours &amp; days:</b>	Monday to Friday, normal office hours
<b>Reporting to:</b>	Chief Operating Officer/ Chief Financial Officer
<b>Positions reporting to this role:</b>	Nil
<b>Significant working relationships:</b>	<ul style="list-style-type: none"> <li>• Executive Team</li> <li>• Management Team</li> <li>• Safety and Wellbeing Consultative Committee</li> <li>• Department of the Premier and Cabinet (DPC) WHS and Wellbeing personnel and Injury Management Services</li> <li>• Manager Risk and Compliance</li> </ul>
<b>Decision Making/Purchasing Authority:</b>	Within delegated limits
<b>Special Conditions:</b>	<ul style="list-style-type: none"> <li>• Some out of hours work will be required.</li> <li>• Some intra and intrastate travel may be required.</li> </ul>
<b>Information on Adelaide Festival Centre</b>	<p>Adelaide Festival Centre is central to the Arts in South Australia and an integral part of community life in the state. Adelaide Festival Centre welcomes the community, artists and companies and provides arts leadership in SA. We celebrate and showcase Australian artistic achievements, develop them for a world audience and bring stimulating ideas and projects to our state.</p> <p>Adelaide Festival Centre is located on Kurna Yarta. We respect First Nations people around Australia and acknowledge the Kurna people as the traditional custodians of the Adelaide Plains. We honour their relationship with country, and we do so in the spirit of reconciliation.</p>
<b>Summary of Key Purpose:</b>	<p>The Manager, WHS, will ensure work health and safety risks and opportunities are managed in the best interests of the organisation, staff, clients and patrons. This position will consult, educate and provide high level support across the organisation to ensure compliance with established Adelaide Festival Centre and DPC WHS systems and processes.</p> <p>The Manager, WHS will provide leadership and direction to the organisation in the areas of work, health and safety, claims management, rehabilitation and injury management.</p>

<b>Key Result Area / Accountabilities:</b>
Manage the service level agreement between Adelaide Festival Centre and DPC for compliance in the areas of WHS, claims management and return to work.
In conjunction with DPC, manage Adelaide Festival Centre's workers' compensation and injury management program by ensuring return to work (RTW) plans are in place for all worker's compensation claims, coaching managers in RTW plans and ensuring compliance with established worker's compensation procedures and policies.
Provide expert advice and support to managers and employees on the execution of workers' compensation, injury management and WHS policies and procedures.
Develop, maintain and monitor compliance with WHS policies, programs and procedures.
Develop, implement and review safe work practices and procedures within the work area, including monitoring of outcomes and performance of staff and review of practices as required.
Develop and implement communication and education strategies that facilitate an organisation wide culture of effective WHS across strategic, operational and tactical programs, activities and decision making.
Develop, maintain and monitor compliance with Adelaide Festival Centre and DPC WHS systems, including but not limited to Gov Safety, Safe Work SA and the Adelaide Festival Centre intranet.
Assessing and identifying relevant WHS training needs for staff including emergency evacuation, Area Warden, First Aid, and safety e.g. working at heights, elevated work platform, etc.
Manage robust investigation of all notifiable incidents and liaise with the State regulator and DPC as necessary to assist in the resolution of all incidents.
Chair the Adelaide Festival Centre Safety and Wellbeing Consultative Committee, including preparation of agendas, minutes and supporting documentation, and ensure its operation is aligned with legislative requirements.
Coordinate the roll out of key WHS projects including Workplace Health and Safety Induction, Workplace Health and Safety Training, and Wellbeing activities.
Work with the Customer Experience, Technical and Production, and Facilities Departments to coordinate, manage, review and refine emergency processes such as evacuation drills, alarm testing and critical incident management.
Coordinate the vaccination and pre-employment health screens programs.
Provide regular and ad hoc reporting as required and contribute as necessary to Adelaide Festival Centre annual reporting strategic planning and board reporting.
Sit on and contribute to the Crisis Management Team and the Emergency Planning Committee and contribute to business continuity planning from a WHS perspective.
<b>General</b>
Perform any other duties as directed by the manager, within level of skills, experience and competence.
Provide outstanding customer service on a daily basis by demonstrating respect, listening to and working with our customers, both internal and external, to achieve positive outcomes, where possible, for all involved.

At all times behave in a manner which is conducive to the values and expected behaviours at the Festival Centre and consistent with those prescribed in the Code of Ethics for the South Australian Public Sector.

Demonstrate appropriate behaviour and adhere to all Adelaide Festival Centre policies and procedures, including but not limited to equal employment opportunity and respectful behaviour the workplace

### **Records Management**

All records created within the conduct of AFC business to be managed in accordance with AFC's Record Management Policy, associated policies, procedures and legislation.

Ensuring attendance at compulsory EBMS Training and seek further EBMS Training as needed to perform the role.

### **General Management WHS Responsibilities**

Care of your own health and safety and the health and safety of others.

Comply with any reasonable instruction from the Department of the Premier and Cabinet, and Adelaide Festival Centre, so far as you are reasonably able.

Cooperate with all reasonable the Department of the Premier and Cabinet, and Adelaide Festival Centre, policies and procedures.

Demonstrate leadership and commitment to WHS through consultation, cooperation, and collaboration on WHS matters and ensuring clear and appropriate communication with all parties.

Comply with the WHS legislation by adhering to the WHS requirements set out in the Adelaide Festival Centre Trust's WHS management system.

Comply with and ensure compliance to WHS by others (employees, visitors, and contractors) so far as you are reasonably able within your area of operation, by:

- Implementing policies and procedures established for the operations of the Adelaide Festival Centre Trust.
- Ensuring people coming on-site are fully inducted, as far as practicable and relevant in AFCT WHS and Injury Management policies and procedures.
- Ensuring staff are appropriately trained in safe work practices and that appropriate time and resources are made available for training to be undertaken.
- Ensuring the workplace is maintained in a safe condition.
- Monitoring work and operations to ensure persons within your area of operation meet fitness for work standards (not intoxicated from alcohol or drugs and are able to undertake the demands of their work without impediment.)
- Ensuring hazards, incidents, injury, or illness arising from workplace activities are reported within 24 hours through the AFCT reporting mechanisms, with investigation and remedial actions undertaken and completed in a timely manner.
- Ensuring site inspections and audits are undertaken and participated in, and risk assessments and remedial actions are undertaken and completed.
- Ensuring all safety and emergency equipment provided in your area of operation and throughout the workplace is used appropriately and correctly when required.
- Ensuring Personal Protective Equipment (PPE) is worn by anyone that is exposed to hazards/risks where PPE is identified as a control and ensure that the PPE is maintained as per safety directions.
- Following and ensuring others follow any reasonable instructions for health, safety, and wellbeing.

<b>Key Competencies:</b>	<b>Requirement</b>
<b>Qualifications / Education</b>	
Tertiary qualification in a relevant field.	Highly desirable
<b>Knowledge / Skills / Abilities</b>	
Contemporaneous knowledge of current WHS and return to work legislation.	Essential
Ability to think strategically and with common sense and provide sound advice and decision making to a wide variety of stakeholders.	Essential
Demonstrated ability to plan resources, manage time and work to deadlines with a minimum of supervision.	Essential
Ability to use initiative, creativity and leadership to achieve results within time and resource constraints	Essential
Demonstrated ability to work collaboratively in a team environment, as a member and/ or leader.	Essential
High level skills in interpreting policies and evaluating business processes and procedures.	Essential
Flexibility and the ability to adapt to change, effectively participating in change programs.	Essential
Ability to develop productive working and interpersonal relationships including team, negotiation and conflict handling skills.	Essential
Strong oral communication skills, particularly negotiation, presentation, consultation, influencing and conflict resolution	Essential
High level written communication skills including discussion papers, reports and visual presentations.	Essential
High level proficiency in information technology systems and applications.	Desirable
<b>Experience</b>	
Experience in the management of WHS, or the provision of consultancy, and/or project management in this area.	Essential
Demonstrated ability developing and delivering training and developmental activities for professional and senior staff.	Essential
Leading and managing an effective WHS program.	Essential
Workplace incidents investigations, reporting and working with Safe Work SA.	Essential
Developing and maintaining constructive working relationships/ partnerships within and outside the organisation	Essential
Experience in or understanding of WHS in a public sector environment.	Desirable

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Signature of Incumbent:

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Signature of Manager:

Date:.....

Date:.....

