

# Role Statement



TITLE OF POSITION: Senior Work Health and Safety Investigator

CLASSIFICATION LEVEL: ASO6

## Organisation Overview

The Department of Planning, Transport and Infrastructure (DPTI) serves the South Australian community by providing safe, effective and efficient planning, transport and infrastructure networks across the state and facilitating development of the State's Infrastructure, in accordance with South Australia's Strategic Plan and the State Infrastructure Plan.

DPTI is a values based organisation and relies on its people to live the values through positive behaviours to improve outcomes for employees and all South Australians.

By working together we capitalise on a unique and powerful opportunity – to connect with every part of our community and deliver positive outcomes every day.

## Division

People and Business comprises seven directorates: Customer and Information Services, Investment Services, People and Performance, Commercial and Legal, Planning and Transport Policy, Enterprise Information Management and the Portfolio Management Office.

The People and Performance directorate focuses on embedding safety into everything we do for our employees and their wellbeing; recruitment, performance management, learning and development, organisational development and administration services.

The Safety section has a clear focus to deliver a safe system-led approach providing leadership in work health and safety, injury management and performance, including championing and facilitating changes to improve safety, operational and/or asset performance and undertaking auditing and investigation activities to provide organisational assurance for safety.

Directorate: People and Business  
Position Number:  
ANZCO Code:  
Location: CBD



Government of South Australia  
Department of Planning,  
Transport and Infrastructure

## Role Overview

The Senior Work Health and Safety Investigator is accountable to the Principal Work Health and Safety Investigations Officer for undertaking safety investigations and safety auditing across the organisation, with a particular focus in high risk areas of road and rail operations.

A key focus of the role is conducting extensive investigations and effectively soliciting information and evidence gathering. Consultation and liaison across a range of stakeholders is critical to the success of the role as well as the provision of strategic advice and reports. Demonstrating a collaborative approach to investigations and audits will also produce better safety outcomes and promote continuous improvement.

## Key Outcomes of the Role

The Senior Work Health and Safety Investigator is required to undertake a wide range of activities which may include all or any of the following:

- a. Planning, developing, managing and evaluating assigned agency programs, projects, systems, policy development processes and/or services that deliver DPTI's objectives, including the implementation of change initiatives.
- b. Motivating and/or mentoring staff and coordinating resources and stakeholders to deliver assigned agency programs, projects, systems, policy development processes and/or services.
- c. Resolving complex issues with innovative solutions that are consistent with agency objectives and demand a significant level of responsibility for aspects of State, regional and/or local programs.
- d. Undertaking critical, sensitive and/or complex research, analysis and reporting relating to key data trends and policies that impact on successful completion and implementation of assigned programs, projects, systems and/or services.
- e. Providing expert policy input and advice to management and stakeholders regarding current relevant discipline developments and issues related to assigned agency programs, projects, systems and/or services.
- f. Managing critical, sensitive and/or complex information and consultation processes with stakeholders and across government agencies.
- g. Contributing to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with legislative requirements, the [Code of Ethics for the South Australian Public Sector](#), equal employment opportunity and departmental human resource policies, including work health safety and wellbeing requirements.
- h. Contributing to a high standard of customer service for internal and external clients and quality management and risk.

## Special Conditions and Essential Requirements

This role has been classified as a position of trust. The incumbent is subject to a satisfactory criminal history/record check in line with departmental policies and procedures.

The incumbent may be required to undertake intra and interstate travel, work outside normal hours and may be required to attend and work at an incident scene.

This role may require work within the organisation's rail network therefore the position has been identified as a rail safety worker and has been classified as category 3 non-safety critical worker. Accordingly, the incumbent will be subject to periodic health assessments as per rail safety legislation.

All rail safety workers must carry out their duties in accordance with the *Rail Safety National Law (SA) Act 2012* and as outlined within the Rail Commissioner's safety management System.

This role requires considerable knowledge and working experience of the *Work Health and Safety Act 2012*, *Rail Safety National Law (SA) Act 2012* and contemporary risk and safety management principles.

### **Qualifications / Licences**

- a. A tertiary qualification in work health and safety or a relevant discipline is essential.
- b. Qualification(s) and demonstrated experience in conducting investigations using root cause methodology and principles of 'just culture' is essential.
- c. A current driver's licence is essential.
- d. Internal auditor qualification/certificate is desirable.

### **Person Capabilities**

- a. Demonstrated understanding of Aboriginal and Torres Strait Islander peoples' cultures and social issues, with the ability to recognise and address barriers to Aboriginal and Torres Strait Islander people's participation in departmental policies, programs and services.
- b. Facilitates DPTI's cultural change by leading, modelling and engaging the workforce to embrace and exhibit the DPTI values and behaviours including:
  - i. **Collaboration** – "At DPTI we work collaboratively as one team to serve the South Australian community. This means our diversified teams work together to achieve our shared goals."
  - ii. **Honesty** – "At DPTI we are honest, open and act with integrity. This means we are truthful, sincere and transparent in our decision making and act at all times in such a way as to uphold the trust of the people we work with."
  - iii. **Excellence** – "At DPTI we are committed to excellence in everything we do. This means we use our energy, skills and resources to make whatever we're doing the best. We are committed to ensuring the Health and Safety of our employees and customers."

