

## EXECUTIVE ROLE STATEMENT

### ROLE STATEMENT APPROVAL

..... / / 2015  
**Chief Executive**

..... / / 2015  
**Occupant**

**JOB TITLE: MANAGER SAFETY STRATEGY**

**CLASSIFICATION: SAES 1**

**AGENCY: Department of Planning, Transport and Infrastructure**

**DIVISION: SAFETY AND SERVICE (Safety and Policy Programs)**

#### GENERAL PURPOSE OF THE ROLE

The Department of Planning, Transport and Infrastructure works as part of our community to deliver effective planning policy, efficient transport and social and economic infrastructure. This is done by harnessing the diversity of our purposes and our people to improve the lifestyle of all South Australians. By working together we capitalize on a unique and powerful opportunity – to connect with every part of our community and deliver positive outcomes every day.

**The Safety and Service Division** is one of three divisions within the department and is required to deliver the state's integrated transport and land use plan maximising the use of the state's infrastructure for the benefit of all South Australians. The division has responsibility for efficient, timely and safe public transport systems, connecting businesses to markets by freight, rail and road systems and build South Australia as a competitive well connected state.

Within the division, Safety and Policy Programs is one of four sections. Headed by the General Manager Safety and Policy Programs, the section comprises five branches including the Safety Strategy Branch.

**The Manager Safety Strategy** is accountable to the General Manager Safety and Policy Programs for:

- Leading and managing a range of complex and critical programs, projects, systems and/or services that are consistent with agency and whole-of- government strategies, policies and priorities and deliver the section's objectives.
- Leading, influencing and motivating staff, clients and others in the achievement of difficult and sometimes conflicting objectives.
- Resolving complex issues with innovative solutions that are consistent with the SA strategic objectives and national and international developments.
- Shaping, monitoring and evaluating business plans to achieve substantial improvement in a core aspect of the department.
- Formulating policies and practices that influence the direction on key corporate issues, position the organisation to meet future challenges and enable the achievement of the section's goals and objectives.
- Managing substantial and complex resources to achieve corporate goals.
- Leading major programs, projects, systems and/or services affecting key and core elements of the agency's mission or operations.
- Negotiating ideas and concepts with the Chief Officer and general managers to achieve the adoption of specific procedures, methods and strategies.

#### ROLE BACKGROUND

The Manager Safety Strategy leads and manages the development and implementation of road and rail safety policy, strategic direction, projects, programs, communication and research across the department.

This includes:

- Leading a large team with a clear focus to deliver a safe system-led approach across the road and rail areas, and leadership in transport safety, including championing and facilitating changes to improve safety performance and culture.
- Developing road and rail safety policy proposals and reforms and leading the implementation of the State's Road Safety Strategy and developing deliverable and measurable action plans for South Australia.
- Establishing the strategic focus and priority for the delivery of a wide range of projects, programs and developments encompassing a wide variety of road and rail safety initiatives, and facilitating legislative change if required, to embed a strong road and rail safety culture.
- Providing statewide leadership in the introduction of new measures and practices to address transport safety issues and playing a key role in developing community and stakeholders expectations that zero harm is achievable.
- Actively contributing to the development of national strategies and policy for consideration by the Council of Transport Ministers.
- Leading critical reviews of safety proposals, influencing and representing South Australia in the national safety policy setting context and managing and evaluating transport safety strategies.
- Providing oversight and direction to ensure effective ongoing operation and performance of critical and complex Safety Management Systems for the SA passenger transport rail operations and associated network including rail level crossings.
- Pro-actively leading and managing sensitive, complex and high level consultations, and identifying and maintaining partnerships, relationships and strategic alliances with key stakeholders, including a direct relationship with the Minister for Road Safety's office and other senior executives within DPTI, other agencies and nationally.

#### RELATIONSHIPS

The Manager Safety Strategy

- Reports to the General Manager Safety and Policy Programs.
- Negotiates ideas and concepts with the Chief Officer and general managers to achieve the adoption of specific procedures, methods and strategies.
- Leads, convinces and motivates staff, clients and others in the achievement of difficult and sometimes conflicting objectives.

## KEY OUTCOMES OF ROLE (General performance measures)

- Lead and manage a range of complex and critical programs, projects, systems and/or services that are consistent with agency and whole-of-government strategies, policies and priorities and deliver the section's and branch's objectives.
- Shape and lead specialised and strategic section planning functions including the development of services, systems and/or programs to meet diverse customer needs and improve a core aspect of department operations.
- Initiate and oversee the development of policies, strategies, standards and procedures that achieve section objectives and facilitate excellence in outcomes.
- Collaborate with staff across the agency to lead investigations and projects that address critical risks and disputes with innovative solutions consistent with SA strategic objectives and national and international developments.
- Deliver high level advice and consultancy in relation to the effective engagement of stakeholders and management of service providers and contracts to achieve the section's and division's objectives.
- Provide specialised and strategic advice to executive and managers across the agency in support of high level planning, operational efficacy and the resolution of complex or sensitive issues.
- Oversee the research and development of high level departmental documents, correspondence, and advice, for dissemination to senior DPTI staff and the Minister's Office.
- Implement cohesive strategic planning and decision making activities and processes that meet relevant legislative requirements through cooperation with all other sections.
- Drive the implementation of organisational change and improvement initiatives to maximise results across all operations, including negotiating with key stakeholders on changes, issues or opportunities.
- Work in collaboration with the General Manager, Safety and Policy Programs to determine and secure section finances and managing significant resources that drive the delivery of operations, programs, projects and initiatives.
- Develop and implement corporately aligned customer service strategies that facilitate the provision of prompt, efficient and responsive services.

## RESOURCE MANAGEMENT

The following statistics may be directly relevant to particular roles.

<b>Subordinate staff</b> (aggregate)		Approximately 60 FTE
<b>Financial</b>	(Revenue)	\$XX pa
	(Expenditure)	\$XX pa (including salaries)

## KEY CHALLENGES

- To successfully champion the agency's vision and goals, and maintain business unit consistency with organisational and strategic directions.
- To drive and control the functions of the work group towards efficient and effective delivery consistent with the strategy, policies and priorities of both the agency and the whole-of-government.
- To operate within a whole-of-government context including considering multiple perspectives and potential tensions between agency and sector-wide outcomes.
- To determine, secure and control substantial resources and systems which drive the effective planning and delivery of operations, programs, projects and initiatives.
- To drive an organisational change agenda and maximise results across all operations.
- To anticipate emerging issues, risks and changing contexts, and develop innovative strategies to solve complex problems and seize opportunities.
- To position the organisation for future success, identify opportunities, transform ideas into actions, and achieve expected outcomes.
- To establish robust processes to monitor and develop staff performance.
- To cooperate positively and constructively with all other sections and divisions and contribute to the achievement of the division's and the agency's stated strategic objectives.

## CONDITIONS

The Manager Safety Strategy will be required to:

- Enter into an annual performance agreement with the Chief Executive and participate in the DPTI Executive Performance Management process (which establishes the key deliverables and targets).
- Actively model and promote the behaviours required under the Code of Ethics for SA Public Sector Employees, and the objectives, values, principles and standards in, or made under the *Public Sector Act 2009*.
- Actively support and provide a leadership role in relation to government requirements for the management of agencies and employees, including workplace safety, improved customer service, timely and transparent decision making, administrative efficiency and increased workforce diversity.

DPTI supports and actively encourages flexible working arrangements to enable its executives to effectively balance work and life. Such arrangements may be negotiated with the Chief Executive.

## RELEVANT LINKS

- SAES Competencies Refer - <http://www.saes.sa.gov.au>
- Code of Ethics for SA Public Sector Employees Refer - <http://www.oper.sa.gov.au/>
- *Public Sector Act 2009* Refer - <http://www.legislation.sa.gov.au>
- DPTI's strategic contributions to South Australia's Strategic Plan Refer — [http://dpti.sa.gov.au/government\\_strategies](http://dpti.sa.gov.au/government_strategies)

## ROLE CONTEXT

DPTI is a values-driven organisation – our shared values guide the way we work together and our attitudes to work. We have five values that were developed by our people:

**Collaboration** – we work collaboratively as one team to serve our community. This means our diversified teams work together to achieve shared goals.

**Honesty** – 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.

**Excellence** – we are committed to excellence in everything we do. This means we use our energy, skills and resources to make whatever we are doing the best.

**Enjoyment** – we enjoy our work and recognise our success. This means we have fun at work, celebrate our achievements and foster an environment where our people can thrive.

**Respect** – we respect, understand and value ourselves and every person in our business. This means we listen, embrace diversity in others, and have a consistent application in our approach to one another.

These values help us to focus on how we conduct our business, rather than simply on the result. They provide a framework for decisions and actions that ultimately affect the quality of service we deliver to the South Australian community.

## THE PERSON

The occupant is expected to:

- Be highly respected both professionally and personally by industry.
- Set extraordinarily high standards of personal behaviour and expect them to be replicated in the people they lead.
- Balance people priorities with project priorities.
- Be a fearless change leader and service improver.
- Be flexible, responsive and innovative.
- Shift culture through their interpersonal skills and behaviours.
- Be politically astute and interact well at the most senior levels.
- Engage closely and effectively with stakeholders.

## SELECTION CRITERIA (Applicants will be assessed against the following)

SA Executive Service competencies:

- Shapes strategic thinking and change.
- Achieves results.
- Drives business excellence.
- Forges relationships and engages others.
- Exemplifies personal drive and professionalism.

Aboriginal Cultural Competency:

- Proven experience in working with and promoting Aboriginal and Torres Strait Islander people's aspirations to self determination, provide organisational leadership ensuring culturally inclusive programs, community engagement, policies and practices.

Other selection criteria:

- Relevant tertiary qualifications.
- Extensive experience in achieving outcomes through leading, motivating and influencing a diverse staff in the delivery of strategic programs, projects, systems and/or services that efficiently utilise allocated resources.
- Demonstrated strategic thinking and ability to act with urgency, accept and expect responsibility, successfully lead and implement solutions and change and risk management initiatives across an organisation.
- Proven ability to work under broad government or agency directions in determining measuring and improving performance outcomes and strategically planning multifaceted activities to achieve corporate objectives.
- Comprehensive knowledge of the issues, risks, trends and directions associated with the assigned services, systems and programs, particularly within the context of social, economic and commercial considerations.
- Successful experience in influencing sensitive negotiations that engage stakeholders and demonstrate commitment to customers, with high level writing skills that deliver clear and concise advice appropriate to the audience.
- Highly developed and extensive experience in strategically driving, managing and achieving continual effective operation of a significant, diverse, critical and politically sensitive work group and associated resources, projects, risks and issues.
- Extensive and successful experience in leading, directing and influencing highly complex and sensitive negotiations and consultations with a broad range of staff and stakeholders at all levels.
- Demonstrated commitment and ability to facilitate culture change through implementation of the Code of Ethics for the South Australian Public Sector and Professional Conduct Standards within that code, and the DPTI Values.