

WorkSafe Tasmania

Director Stakeholder Engagement – Statement of Duties

Objective

The position contributes to leading and managing Stakeholder Engagement activities for and on behalf of WorkSafe Tasmania and the WorkCover Tasmania Board.

Stakeholder Engagement includes a range of advisory, communication, and event and education programs and activities.

Duties

- Lead the delivery of stakeholder engagement, external and internal communications for WorkSafe Tasmania and the WorkCover Tasmania Board, developing and managing relevant program strategies, projects, policies and operational approach.
- Lead the development and delivery of Advisory, Safe Farming Tasmania, and Education and Events programs and projects that build health and safety, and injury management capability and capacity in businesses, workers and the wider Tasmanian community.
- Ensure relevant and effective communication, marketing, education, and stakeholder engagement strategies and briefs are designed and deployed, including those developed and delivered by external consultants. This includes the ongoing monitoring, evaluation and review of strategies.
- Preparation of complex high-quality advice, submissions, briefings, speech notes and other communication materials for a range of audiences, including the development, implementation monitoring and evaluation of complex stakeholder engagement plans
- As an effective member of the WorkSafe Tasmania executive leadership team, provide strategic advice on current communication and engagement matters that affect WorkSafe Tasmania and the WorkCover Tasmania Board, as well as strategically plan to meet future resources and expertise needs.
- Manage the financial, physical, information and human resources of the multidisciplinary Stakeholder Engagement Unit, including budgeting, planning and the active supervision and development of managers and their teams.

Level of responsibility

- Is responsible for day to day decision making in connection with the execution of the primary duties, including establishing work priorities and leading and managing the work of the Stakeholder Engagement Unit.
- Accountable to the Executive Director, WorkSafe Tasmania, for the timely and effective delivery of agreed initiatives, program and project outcomes.
- Periodically review the work area with your supervisors to assess the WHS aspects of the work done. Review hazard and incident reports, ensuring timely follow up and close out of actions. Overview the risk assessment processes for their activities.
- Ensure efficient and effective management of work health, wellbeing and safety for the areas of responsibility in accordance with the WHS requirements in the WHS Act.
- Our values are we act with Integrity, Respect and Accountability and our workplaces are Inclusive and Collaborative. You are responsible for contributing to our values based workplace culture, leading your team in a values based manner, ensuring your team uphold the values and role modelling the values.

Direction and supervision received

- The occupant will operate with considerable autonomy and independence under broad direction of the Executive Director, WorkSafe Tasmania.

Selection criteria

1. Extensive skills in contemporary strategic stakeholder engagement principles, methodologies, tools and processes and experience in the utilisation of these skills in a high pressure and dynamic environment. Demonstrated experience in employment of management techniques to enable the effective and efficient monitoring of emerging stakeholder issues with a proven ability to be adaptive, flexible and creative in responding to those issues to achieve organisational outcomes.
2. Significant experience in creating, leading and being a part of multi-disciplinary/skill teams to achieve organisational objectives, including high level leadership skills, the management of human, physical and financial resources, proven capacity to engage key stakeholders for positive benefit; communicate clearly; negotiate persuasively; resolve conflict; and develop effective networks managing upwards, outwards and with colleagues.

3. Politically astute with demonstrated high level communication, liaison and conflict management skills, with the high level ability to negotiate complex and sensitive issues persuasively, and to facilitate mutually beneficial solutions. Highly developed written and verbal communication skills, with the proven ability to communicate with influence, offer a convincing rationale, consistent with organisational goals and to produce information that is clear, accurate, concise and adapted to meet audience requirements.
4. High level strategic, conceptual, analytical and problem solving skills including the ability to develop and contribute to high level government initiatives, strategies and issues management, provide others with an integrated picture of the actions and priorities required and to be able to translate objectives into practical implementation strategies.
5. Demonstrated awareness of the strategic vision of WorkSafe Tasmania and the WorkCover Tasmania Board, and an understanding of the environment in which they operate; together with proven knowledge and skills in delivering strategic outcomes in a highly responsive environment, and a commitment to continuous improvement
6. Demonstrate the Department's values, including drive, professionalism and integrity, in everyday actions, possessing high level initiative, judgement and adaptability, outstanding conceptual, analytical and creative skills, and the ability to manage change, motivate, guide and mentor staff, and achieve results in a change environment.
7. Be able to demonstrate an understanding of the WHS legislation and the responsibilities of managers.

Essential requirements

- Nil

Desirable requirements

- Tertiary qualifications in an appropriate discipline;
- Driver licence.

Position Summary

Title	Director Stakeholder Engagement
Number	356656
Award	Tasmanian State Service Award
Classification	General Stream, Band 8
Division	WorkSafe Tasmania
Full Time Equivalent	1.0
Output Group	WorkSafe Tasmania
Branch	Stakeholder Engagement
Supervisor	Executive Director: WorkSafe Tasmania
Direct Reports	4
Location	Rosny
Position category and funding	T382