

## Director, Wellbeing and Safety

**Classification: Senior Staff**

**Role purpose:** To lead the Wellbeing and Safety sub-function within People and Culture, including the development and implementation of initiatives that promote physical and psychological wellbeing, playing a critical role in fostering a safe, positive and inclusive workplace for all team members.

### Role responsibilities

This role reporting line is to the *Executive Director, People Advisory and Wellbeing* and is responsible for:

#### Strategy:

- Leading the development of a Work, Health and Safety strategy and operational plan in collaboration with leadership and key stakeholders, aligning with institutional goals and legislative frameworks.
- Embed a preventative and systemic approach to wellbeing and safety, ensuring the University's policies, systems and practices are contemporary, inclusive, and evidence based.
- Acting as a senior adviser to the executive on strategic wellbeing and safety issues, including psychosocial risks, legislative change, and organisational risk.

#### Leadership:

- Providing strategic direction and leadership to the Wellbeing and Safety sub-function, ensuring alignment with organisational priorities and the broader People and Culture strategy.
- Actively implementing initiatives to develop the skills and experience of employees within the sub-function, using training programs and on-the-job learning that incorporates industry best practice.
- Creating a safe and healthy workplace for employees; establishing and championing practices that will enhance employee wellbeing and increase employee engagement.
- Establishing clear performance standards and expectations, providing regular feedback to build employee skills and knowledge, and recognising their achievements and contributions.
- Ensuring that all practices under the responsibility of the Director reflect the University's commitment to equity, diversity, and inclusion and address the needs of underrepresented groups.

- Promoting a safe and healthy workplace for team member to establish and champion practices that will enhance employee wellbeing and increase employee engagement.

### **Operations and Delivery:**

- Leading the strategic oversight of safety systems, ensuring effective implementation, continuous improvement, and integration into daily operations to support a safe and compliant work environment.
- Leading the delivery of workplace health and safety programs and wellbeing initiatives, ensuring compliance, fostering a positive safety culture that enhances employee engagement and wellbeing.
- Leading the development of relevant People and Culture policies, processes and compliance frameworks related to wellbeing and safety.
- Leading risk management activities in relation to wellbeing and safety, ensuring proactive identification and mitigation of risks across the University.
- Managing the implementation of critical wellbeing and safety initiatives, including emergency response plans, crisis management, and workplace health and safety strategies in collaboration with the risk function with the Corporate Portfolio.
- Providing leadership in the collection and analysis of data on wellbeing and safety outcomes, enabling the ongoing development of evidence-based strategies.
- Ensuring the preparation and monitoring of an annual operational plan for the Wellbeing and Safety team, including programs, budgets, and performance indicators.

### **Stakeholder Engagement and Governance**

- Providing strategic advice to the Executive Director, contributing to strategic and business planning and integrating wellbeing and safety into operations and decision making.
- Providing strategic advice and guidance to the senior leadership team on wellbeing and safety matters, including emerging trends and issues within the higher education sector.
- Leading and collaborating with external partners, government agencies, and industry groups to ensure the University's practices are aligned with sector standards and evolving best practices in wellbeing and safety.
- Ensuring robust internal audit processes and comprehensive reporting for wellbeing and safety policies and procedures, identifying and mitigating risks through the University's compliance framework.

These responsibilities may evolve to support your development, along with the dynamic needs of the role and Adelaide University.

### **Key deliverables**

- **People leadership** - Role model our values and demonstrate the AU Leadership Behaviours ensuring team members discover, engage, and thrive in their roles.
- **Safety Operational Plan** – Own the implementation of the Safety Operational Plan that aligns with strategic objectives and ensures a safe and healthy workplace for all employees.

- **Service Excellence** - Strategic planning, oversight of policies and compliance, operational planning for wellbeing and safety, and delivering comprehensive advice.
- **Program Delivery and Continuous Improvement** - Provide support to people leaders within the University and the Wellbeing and Safety team to deliver on projects and apply agile and lean approaches for continuous improvement of People and Culture policies and processes, focusing on a safe, healthy and compliant workplace.

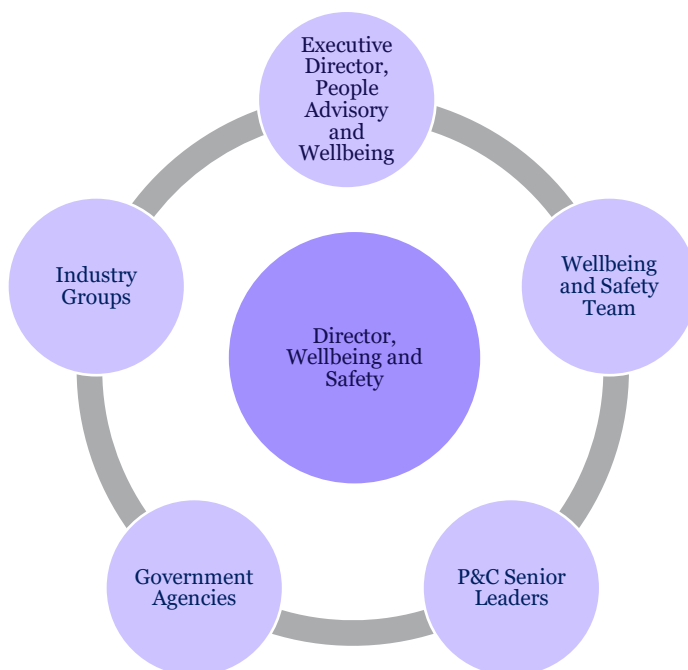
## Scope of decision making

Decision-making for this position extends to formulating and executing strategic and operational policies that impact several functions, including resource allocation, integrated risk management, and the alignment of operational practices with institutional objectives.

## Role context

This role forms part of the Wellbeing and Safety team of 20 to 30 within the People Advisory and Wellbeing Function and is aligned to the People and Culture Portfolio within the University.

This role will lead up to 4 direct reports.



## Key relationships

- Role guidance, professional development and coaching is provided by your people leader, Executive Director, People Advisory and wellbeing.
- This role will work most closely with the Executive Director, People Advisory and Wellbeing; Wellbeing and Safety Team; P&C Senior Leaders; Government Agencies; Industry Groups

## Qualifications

At Adelaide University we enable and celebrate lifelong learning. This role requires a commitment to ongoing learning, demonstrated by postgraduate qualifications in a relevant discipline, or an equivalent combination of leadership experience, training, and development.

## Special requirements

- N/A

## Experience

- Demonstrated expertise in building and leading high-performing teams to deliver exceptional outcomes in large and complex environments, supported by qualitative and quantitative data.
- Demonstrated ability to provide strategic leadership, influence senior leadership, and drive organisational change in wellbeing and safety practices.
- Strong understanding of the relevant legislative frameworks related to wellbeing, health, and safety, including psychological health and workplace safety regulations.
- A sound knowledge of the use of information technology to support best practice business processes, automate controls and improve user experience.
- Proven ability to exercise sound judgement and discretion in managing complex issues, ensuring effective resolution within a challenging environment.
- Proven experience in managing compliance initiatives within large and complex organisations, demonstrated through the effective implementation of controls and proactive resolution of issues.

## Core Capabilities

Capability	Proficiency
Collaborative Impact	Expert
Digital and Data Fluency	Advanced
Experience Design	Expert
Future Focus	Expert
Stewardship	Expert

*More information about the core capabilities can be found at the Adelaide University intranet.*

## Our core values

Our values create a shared purpose and understanding of who we are, what we stand for, and how we act. Our values guide us every day as we pursue our strategic ambition. Each value has been brought to life through a description that has been co-created with our people that will guide our behaviour and interactions with each other, our students, and our partners.



### Trust

We are authentic in our interactions and act with integrity and reliability.



### Inclusivity

We embrace the uniqueness of each member of our community.



### Ambition

Together, we are bold and energetic in our pursuit of excellence



### Respect

We listen and learn through respectful dialogue and debate



### Discovery

We move beyond boundaries with curiosity and innovation.