



## Position Description

# Business Co-ordinator

<b>Classification band:</b>	Band 8
<b>Position number:</b>	33658
<b>Business unit:</b>	Dangerous Goods Legislative Reform & Secretariat Group
<b>Division:</b>	Legal & Governance
<b>Employment type:</b>	Full time/fixed term position until 30 July 2021
<b>Position reports to:</b>	Director, Dangerous Goods Legislative Reform and Secretariat Group
<b>Direct reports:</b>	Nil
<b>Work location:</b>	567 Collins Street, Melbourne

At **WorkSafe** we're dedicated to supporting all Victorians to be healthy and safe at work and to recover from any workplace injury or illness as quickly as possible. Our Passion for safety and wellbeing is what unites us.

Our organisation is focussed on the delivery of our **Strategy**, as we build the WorkSafe of the future we're committed to delivering value to our people and to Victorian employers, workers and the wider community through continuing to focus on our **Customers** and putting **Prevention First**.

Agile and curious, our people come from a wide range of professions and with no two days being the same, diverse thinking comes naturally to us. We work closely with employers, workers and the community to prevent workplace injury and illness and to improve outcomes and the client experience. **We make WorkSafe.**

### Our Values



The work we do is important because we impact upon many people's lives, every day. We have responsibility to ensure that our values guide us in everything we do.

## Purpose

The Business Co-ordinator is an integral part of the Dangerous Goods Secretariat Group (DGSG). The role will be responsible for a range of complex, high level administrative and complex project duties to support the *Independent Review of the Dangerous Goods Act 1985 and associated regulations*.

The Secretariat Group is responsible for supporting the Independent Reviewer to undertake extensive stakeholder engagement and deliver his final written report with recommendations by mid 2021.

The project is high profile and requires the team to maintain high standards in regard to confidentiality. The team is also required to meet all its milestones and deliver a high quality of work.

The Business Co-ordinator will play a crucial role in the day-to-day operation of the Secretariat Group which encompasses a range of matters including, but not limited to, the tracking of deliverables, the development and implementation of processes and procedures to keep the team on track to meeting its milestones, performance analysis and reporting, the management of highly sensitive information and the identification and mitigation of risks.

## Key accountabilities

- ▶ Manage the design, development and implementation of DGSG high level administrative systems and ensure policies and procedures are in place to maintain appropriate information.
- ▶ Drive appropriate governance and oversight to support activities undertaken by the team, to enable the overall efficiency and effectiveness of the team.
- ▶ Manage records of internal and external communications with key business partners and stakeholders, and provide administration support including the drafting of Ministerial briefs and highly sensitive documentation correspondence and recommendations.
- ▶ Manage and provide oversight and mitigation of any risk management activities, internal audits, and other relevant projects.
- ▶ Oversee the development and implementation of project plans and performance reporting
- ▶ Liaise and engage extensively with external providers to deliver for the Independent Reviewer, the DGSG team and the final written report.
- ▶ Develop project reporting materials, presentations and technical reports as required.
- ▶ Obtain information, documents and reports required by the team
- ▶ Monitor the financial performance of the Division and implement finance and procurement systems.
- ▶ Build and maintain internal and external relationships to develop useful networks and influence others to ensure outcomes are delivered within critical timeframes
- ▶ Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email
- ▶ Adhere to all WorkSafe's policies and procedures and any legislative requirements relevant to this position
- ▶ Any other reasonable and related duties as required to meet the ongoing needs of WorkSafe

## Key relationships

- ▶ The Director, Dangerous Goods Secretariat Group
- ▶ The Independent Reviewer
- ▶ Dangerous Goods Secretariat Group team members

- ✦ Members of other Divisions within the Legal and Governance Business Unit
- ✦ External Affairs Business Unit – management and staff
- ✦ Health & Safety Business Unit - management and staff
- ✦ Finance Unit – Business Partners, Project Accountants and other financial staff, as required
- ✦ External agencies, government bodies and stakeholders

## Requirements of the position

### Skills and experience

- ✦ Ability to clearly scope and identify activities to develop and maintain project plans to schedule and budget
- ✦ Strong customer service skills and demonstrated experience in supporting projects
- ✦ Demonstrated high attention to detail skills and ability to create effective administrative systems, policies and processes
- ✦ Proven ability to directly influence others outside of line management structures using excellent interpersonal and strong communication skills (both verbal and written)
- ✦ Proven ability to work collaboratively with team members and stakeholders to drive shared outcomes
- ✦ Demonstrated ability to identify, develop, and implement business improvement measures and ability to effect and embed organisational change
- ✦ Demonstrated ability to liaise at a professional and sensitive level with a diverse internal and external client/stakeholder group
- ✦ Demonstrated ability to plan, organise and prioritise work
- ✦ Ability to undertake research and analyse materials
- ✦ Knowledge of financial systems and business management
- ✦ Understanding of the principles of confidentiality
- ✦ Ability to work autonomously and to self-manage
- ✦ Analytical and problem solving skills
- ✦ Work experience in a similar role, preferably in the government sector with exposure to legislative and regulatory work
- ✦ Able to use Microsoft Outlook, Excel, PowerPoint and OneNote
- ✦ The incumbent must be able to work as an effective member of a highly motivated team and will be expected to effectively manage varying and complex workloads while meeting set timeframes

### Qualifications

- ✦ No Qualification required.

### Capability Criteria

Stakeholder Engagement – Communicate and engage effectively with all stakeholders and develop strong relationships

Client Centricity – Hold the client at the core of all activities and decisions to deliver quality services, experiences and outcomes

Emotional Awareness – Demonstrate empathy and integrity towards others and make effective judgements in complex situations

Adapting to Change – Identify and understand the value of change. Demonstrate resilience and a positive and proactive attitude towards change

Problem Solving - Apply critical thinking to solve problems, explain root causes and evaluate solutions

Innovative Thinking - Encourage creativity in others, continuously learn and share new ideas and promote innovation techniques in order to maximise the value of new opportunities.

Data & Information Analysis - Analyse and interpret information to deliver valuable insights

Project/Program/Portfolio Management - Demonstrates key project planning, management and evaluation skills that are critical to effective project delivery.

Risk Management - Identify, manage and mitigate the possibility of danger, harm or loss.

Data Management - The management of information for assuring the quality, accessibility and utility of acquired information.