**Roles and Responsibilities Chart**

**(for smaller agencies a number of these roles may be combined)**

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| **Role** | **Lead** | **Backup Lead (if needed)** | **Responsibilities** |
| Executive Project Sponsor  (SAES or  equivalent) |  |  | * Direction for on-site managers aligned to South Australian Public Sector COVID-19 Protocols. * Reporting to Chief Executives on issues and risks. * Executing mitigation strategies for identified risks. * Ensuring the agency is operating in line with the Government of South Australia health advice. * Implementing a communication strategy for the workforce (including on-site and remote employees). |
| On-Site Manager (Corporate various locations and on-site various locations such as schools, hospitals etc.) |  |  | * Manage the local reopening and on-site team. * Work with Executive (Project Sponsor) to ensure proper on-site practices, escalate any issues, and provide updates. * Communicate with other relevant worksite stakeholders (e.g. building management, DPTI). |
| Workplace Safety Representative |  |  | * Manage the disinfection and cleaning staff. * Maintain an adequate supply of personal protective equipment and disinfectant materials. * Ensure physical distancing protocols are followed, especially in high-touch areas and common spaces. |
| Health and Wellbeing Representative |  |  | * Decide if any additional local physical and mental health support is needed. * Manage the screening procedures for employees and visitors. |
| Training and Communications  Representative |  |  | * Lead training for managers and employees. * Send out email and video communications to on-site and remote workers. * Maintain on-site signage. |
| Agency Mobility Contacts |  |  | * Responsible for working with Office of the Commissioner for Public Sector Employment for mobilising the South Australian Public Sector workforce. |
| [Insert Other Key Roles as Needed] |  |  |  |