**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 orequivalent) |  |  | * 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).
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| 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).
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| 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.
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| Health and Wellbeing Representative |  |  | * Decide if any additional local physical and mental health support is needed.
* Manage the screening procedures for employees and visitors.
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| Training and CommunicationsRepresentative |  |  | * Lead training for managers and employees.
* Send out email and video communications to on-site and remote workers.
* Maintain on-site signage.
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| Agency Mobility Contacts |  |  | * Responsible for working with Office of the Commissioner for Public Sector Employment for mobilising the South Australian Public Sector workforce.
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| [Insert Other Key Roles as Needed] |  |  |  |