

# Role Description

## Deputy Chief Inspector (Operations)



Planning,  
Industry &  
Environment

Cluster	Planning, Industry and Environment
Agency	Department of Planning, Industry and Environment
Division/Branch/Unit	Resources Regulator / Mine Safety Inspectorate
Location	Maitland
Classification/Grade/Band	PSSE Band 1
Senior Executive Work Level Standards	Work Contribution Stream: Regulatory/Compliance
Role Number	41881
ANZSCO Code	111211
PCAT Code	31128391
Date of Approval	
Agency Website	<a href="http://www.resourcesregulator.nsw.gov.au">www.resourcesregulator.nsw.gov.au</a>

### Agency overview

The Department of Planning, Industry and Environment is the lead NSW Government agency in planning for a growing NSW.

The new Cluster will drive for greater levels of integration and efficiency across key areas such as long-term planning, precincts, housing, property, infrastructure priorities, open space, the environment, our natural resources – land, water, mining – energy, and growing our industries. In particular, there will be redoubling of emphasis on regional NSW.

The NSW Resources Regulator is positioned within the Planning, Industry and Environment Cluster's Environment, Energy and Science Group, and is the state's work health and safety regulator for mines and petroleum sites. The Regulator also undertakes compliance and enforcement activities in relation to the *Mining Act 1992*, with a key focus on mine rehabilitation activities.

The Regulator was established on 1 July 2016 as a standalone regulator with the purpose of increasing industry and community confidence in the regulation of the mining industry through a consistent, transparent and responsive regulatory approach. Our vision is a safe and responsible mining, extractive and petroleum industry. Our mission is to enable and support industry to understand and fulfil its obligations.

### Primary purpose of the role

Leads operational and strategic safety programs (assessments and proactive interventions) across all NSW mines, with an emphasis on high-hazard mining operations, applying work health and safety legislation applicable to mining. The role provides expert technical advice to the Chief Inspector and Executive Director in relation to operational delivery, regulatory actions, emerging issues of concern, compliance performance, areas for reform and continuous improvement.

## Key accountabilities

- Provide leadership and direction to Principal Inspectors who manage teams carrying out announced and unannounced assessment activities, both in response to incidents and as part of proactive planned activities, at mine sites across all mining sectors.
- Provide support and guidance to the Chief Inspector on the development of operational strategies to assess the implementation of critical risk controls and the management of risk generally in the NSW mining industry.
- Lead enforcement activities to ensure mine operations comply with health and safety legislation including overseeing issuing of written advice, improvement and prohibition notices. This includes oversight of consultation with mine operators to ensure corrective actions are addressed in a timely manner.
- Active participation and leadership in decision-making panels and committees within the Regulatory Framework.
- Lead and coordinate work planning, targeted assessment and intervention processes and procedures to ensure a high standard of quality control and transparency, making appropriate evaluations and recommendations.
- Lead the emergency response preparedness and planning and emergency response activities for the Regulator.
- Create and manage targeted health and safety campaigns, workshops, working groups or committees, industry forums and community meetings to provide specialist insight and promote the Resources Regulator's business plans and strategies. This includes participation in the development of standards and guidelines for the industry.

## Key challenges

- Exercising leadership across a large geographical area containing a diverse range of mining operations, people and working conditions, and maintaining community support as a result of assessment or intervention at a mining operation given the employment and wealth to the region provided by that mine.
- Making decisions on challenging technical problems and enforcement actions, in an environment of incomplete information, where there are potentially significant economic and safety consequences.
- Maintaining current knowledge of the technical and scientific dimensions of work health and safety in mining workplaces and ensuring mine safety staff remain technically proficient and competent with rapid innovation and the development of new technologies in mining.

## Key relationships

Who	Why
<b>Internal</b>	
Executive	<ul style="list-style-type: none"><li>• Provide expert technical advice and liaise to formulate policy / direction and support regulatory service delivery</li><li>• Develop productive and collaborative working relationships</li><li>• Engage in service design, delivery and assessment to continually improve delivery models and solutions</li><li>• Ensure stakeholder satisfaction advice informs decisions at all executive levels</li></ul>

Who	Why
Chief Inspector	<ul style="list-style-type: none"> <li>Resolve issues relating to provision of resources, planning conflicts, management of technical information, outcomes and recommend strategic actions arising from assessment and intervention activities.</li> </ul>
Principal Inspectors	<ul style="list-style-type: none"> <li>Providing direction and management in relation to the planning and execution of targeted assessment and intervention activities.</li> </ul>
Inspectors	<ul style="list-style-type: none"> <li>Provide and receive advice on administrative and technical matters relating to the planning and execution of targeted assessment and intervention activities.</li> </ul>
External	
WHS duty holders, mine owners and operators, statutory position holders, unions, equipment suppliers and service providers	<ul style="list-style-type: none"> <li>Discuss the implementation, execution and outcomes of strategic safety assessment and intervention programs and compliance activities with these stakeholders.</li> </ul>
Industry stakeholders, Government agencies	<ul style="list-style-type: none"> <li>Disseminate information and provide advice in relation to risk assessment and safety management systems.</li> </ul>

## Role dimensions

### Decision making

- Makes independent decisions regarding the management of staff undertaking targeted assessment and intervention activities and is responsible for ensuring that services are delivered in a transparent and timely manner and within its allocated program budget.
- Manages and priorities scheduled assessment activities in consideration of allocated resources; other planned work; the nature of the assessment activity; and the potential impacts of unplanned activities.
- Is guided by legislation, Departmental policies and procedures, Australian and International Standards and industry guidelines.

### Reporting line

The role reports to the Chief Inspector.

### Direct reports

The role has six direct reports, including five Principal Inspectors.

### Budget/Expenditure

TBC

### Essential requirements

- Must possess and maintain the qualifications to be appointed as an inspector under section 18(2)(a) of the *Work Health and Safety (Mines and Petroleum Sites) Act 2013*, and in accordance with the Resources Regulator policy on qualifications of mine safety inspectors.
- Must be able to work on weekends and backshifts and respond to incidents out of normal business hours on a rostered basis.
- Appointment and ongoing assignment is subject to the satisfactory participation in mandatory pre-employment and ongoing probity and medical screening.

- Compliance with the key requirements of the Resources Regulator [Integrity Clearance](#) policy is **mandatory**, and a **condition of engagement** for staff engaged after 3 December 2019.
- Compliance with the key requirements of the Resources Regulator [Pecuniary Interests in the Regulated Sector](#) policy is **mandatory**.

## Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://www.psc.nsw.gov.au/capabilityframework)

### Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Advanced
	<b>Act with Integrity</b>	<b>Highly Advanced</b>
	<b>Manage Self</b>	<b>Advanced</b>
	Value Diversity	Adept
 Relationships	<b>Communicate Effectively</b>	<b>Advanced</b>
	<b>Commit to Customer Service</b>	<b>Adept</b>
	<b>Work Collaboratively</b>	<b>Adept</b>
	<b>Influence and Negotiate</b>	<b>Highly Advanced</b>
 Results	<b>Deliver Results</b>	<b>Advanced</b>
	Plan and Prioritise	Advanced
	Think and Solve Problems	Advanced
	<b>Demonstrate Accountability</b>	<b>Highly Advanced</b>
 Business Enablers	Finance	Adept
	Technology	Adept
	Procurement and Contract Management	Adept
	<b>Project Management</b>	<b>Advanced</b>
	<b>Manage and Develop People</b>	<b>Advanced</b>
 People Management	Inspire Direction and Purpose	Advanced
	Optimise Business Outcomes	Adept
	Manage Reform and Change	Adept

## Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Act with Integrity	Highly Advanced	<ul style="list-style-type: none"> <li>• Champion and act as an advocate for the highest standards of ethical and professional behaviour</li> <li>• Drive a culture of integrity and professionalism across the organisation, and in dealings cross-government, cross-jurisdiction and outside of government</li> <li>• Define, communicate and evaluate ethical practices, standards and systems and reinforce their use</li> <li>• Create and promote a climate in which staff feel able to report apparent breaches of rules, policies and guidelines and act promptly and visibly in response to such reports</li> </ul>
<b>Personal Attributes</b> Manage Self	Advanced	<ul style="list-style-type: none"> <li>• Act as a professional role model for colleagues, set high personal goals and take pride in their achievement</li> <li>• Actively seek, reflect and act on feedback on own performance</li> <li>• Translate negative feedback into an opportunity to improve</li> <li>• Maintain a high level of personal motivation</li> <li>• Take the initiative and act in a decisive way</li> </ul>
<b>Relationships</b> Communicate Effectively	Advanced	<ul style="list-style-type: none"> <li>• Present with credibility, engage varied audiences and test levels of understanding</li> <li>• Translate technical and complex information concisely for diverse audiences</li> <li>• Create opportunities for others to contribute to discussion and debate</li> <li>• Actively listen and encourage others to contribute inputs</li> <li>• Adjust style and approach to optimise outcomes</li> <li>• Write fluently and persuasively in a range of styles and formats</li> </ul>
<b>Relationships</b> Commit to Customer Service	Adept	<ul style="list-style-type: none"> <li>• Take responsibility for delivering high quality customer-focused services</li> <li>• Understand customer perspectives and ensure responsiveness to their needs</li> <li>• Identify customer service needs and implement solutions</li> <li>• Find opportunities to co-operate with internal and external parties to improve outcomes for customers</li> <li>• Maintain relationships with key customers in area of expertise</li> <li>• Connect and collaborate with relevant stakeholders within the community</li> </ul>
<b>Relationships</b> Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>• Encourage a culture of recognising the value of collaboration</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> <li>• Build co-operation and overcome barriers to information sharing and communication across teams/units</li> <li>• Share lessons learned across teams/units</li> <li>• Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work</li> </ul>
<b>Relationships</b> Influence and Negotiate	Highly Advanced	<ul style="list-style-type: none"> <li>• Engage in a range of approaches to generate solutions, seeking expert inputs and advice to inform negotiating strategy</li> <li>• Use sound arguments, strong evidence, and expert opinion to influence outcomes</li> <li>• Determine and communicate the organisation's position and bargaining strategy</li> <li>• Represent the organisation in critical negotiations, including those that are cross-jurisdictional, achieving effective solutions in challenging relationships, ambiguous and conflicting positions</li> <li>• Pre-empt and avoid conflict across organisations and with senior internal and external stakeholders</li> <li>• Identify contentious issues, direct discussion and debate, and steer parties towards an effective resolution</li> </ul>
<b>Results</b> Deliver Results	Advanced	<ul style="list-style-type: none"> <li>• Drive a culture of achievement and acknowledge input of others</li> <li>• Investigate and create opportunities to enhance the achievement of organisational objectives</li> <li>• Make sure others understand that on-time and on-budget results are required and how overall success is defined</li> <li>• Control output of business unit to ensure government outcomes are achieved within budget</li> <li>• Progress organisational priorities and ensure effective acquisition and use of resources</li> <li>• Seek and apply the expertise of key individuals to achieve organisational outcomes</li> </ul>
<b>Results</b> Demonstrate Accountability	Highly Advanced	<ul style="list-style-type: none"> <li>• Direct the development of effective systems for the establishment and measurement of accountabilities, and evaluate ongoing effectiveness</li> <li>• Promote a culture of accountability with clear line of sight to government goals</li> <li>• Set standards and exercise due diligence to ensure work health and safety risks are addressed</li> <li>• Inspire a culture which respects the obligation to manage public monies and other resources responsibly and with probity</li> <li>• Ensure that legislative and regulatory frameworks are applied consistently and effectively across the organisation</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Business Enablers</b> Project Management	Advanced	<ul style="list-style-type: none"> <li>• Direct the development of short and long term risk management frameworks to ensure the achievement of government aims and objectives</li> <li>• Prepare scope and business cases for more ambiguous or complex projects including cost and resource impacts</li> <li>• Access key subject-matter experts' knowledge to inform project plans and directions</li> <li>• Implement effective stakeholder engagement and communications strategy for all stages of projects</li> <li>• Monitor the completion of projects and implement effective and rigorous project evaluation methodologies to inform future planning</li> <li>• Develop effective strategies to remedy variances from project plans, and minimise impacts</li> <li>• Manage transitions between project stages and ensure that changes are consistent with organisational goals</li> </ul>
<b>People Management</b> Manage and Develop People	Advanced	<ul style="list-style-type: none"> <li>• Refine roles and responsibilities over time to achieve better business outcomes</li> <li>• Recognise talent, develop team capability and undertake succession planning</li> <li>• Coach and mentor staff and encourage professional development and continuous learning</li> <li>• Provide timely, constructive and objective feedback to staff</li> <li>• Address and resolve team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way</li> <li>• Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives</li> </ul>