

Role Description

Occupational Health Nurse



Cluster	Stronger Communities
Agency	NSW Police Force
Command/Business Unit	People and Capability Command, Health, Safety & Wellbeing Health & Wellbeing
Location	Various
Classification/Grade/Band	Clinical Nurse Specialist
ANZSCO Code	251911
PCAT Code	1224592
NSWPF Role Number	RD 1018
Date of Approval	07/02/2024
Agency Website	www.police.nsw.gov.au

Agency overview

The NSW Police Force (NSWPF) vision is for *A Safer New South Wales*, which is achieved by police working with the community to prevent, disrupt and respond to crime.

It is one of the largest police forces in the western world, with more than 20,000 NSW Police Force employees, including more than 17,000 sworn officers providing a range of law and order services 24 hours a day, seven days a week to the socially, geographically and culturally diverse community of NSW.

The organisation has four function lines, based across a number of locations. Metropolitan Field Operations and Regional NSW Field Operations provide frontline services directly to the community. Investigations & Counter Terrorism provides investigative, technical and counter terrorism expertise. Corporate Services, provides business support services such as technology and communication, education and training and corporate human resources functions.

The NSW Police Force is a proud employer of a diverse range of people. This includes, but is not limited to, people who identify as Aboriginal or Torres Strait Islander, LGBTIQ, people with disability, people who come from a variety of cultural, religious or ethnic backgrounds, and workers of all ages. The NSWPF is committed to reflecting the diverse community we serve and creating an inclusive and respectful workplace for all employees, where difference is embraced, contributions are valued, and everyone has a sense of connection and belonging. This enables the growth and development of a talented and diverse workforce across the state, in a wide range of roles, at all levels.

The NSWPF *Statement of Values* and *Code of Conduct & Ethics* outlines appropriate behaviour for all NSW Police Force staff. All employees of NSWPF are expected to ensure ethics are incorporated into all aspects of their work making ethical behaviour, practices and decision making a part of daily routine. This further extends to ensuring confidentiality and information security is maintained at all times.

Work, Health and Safety legislation requires all employees to have specific responsibilities. This role is responsible for following all NSWPF health and safety policies, and taking all reasonable care that their actions or omissions do not impact on the health and safety of others.

Primary purpose of the role

The role will implement a range of health services including health checks, medical assessments and health promotion to monitor emerging health issues and assist in the development of strategies, policies and procedures to promote the health of staff in accordance with NSWPF requirements.

Key accountabilities

- Implement evidence based health and fitness policies, programs and procedures to improve health and fitness standards to all NSWPF employees aimed at enabling organisational capacity
- Perform health assessments, provide appropriate feedback and empower individuals to take charge of their health and fitness on a regular basis
- Maintain required accreditation for health and fitness testing and the calibration of equipment in accordance with product or legislative requirements
- Collect, record and manage sensitive health information correctly ensuring all relevant data and information is appropriately used and stored
- Provide professional advice to and liaise with managers and staff to build sound relationships and networks to ensure acceptance of the health and fitness programs and recommendations
- Maintain high levels of current knowledge and new developments in relevant fields of allied health to ensure programs are always effective
- Ensure the efficient and effective delivery of health and fitness services through providing professional, contemporary advice across the entire state of NSW

Key challenges

- Enabling self-responsibility with regards to health and wellbeing in an operational, shift work and complex environment
- Building sound relationships with commanders and managers to increase their knowledge, capacity and support for working within the health, safety and risk management framework
- Maintaining awareness of new research and developments, both in Australia and internationally with potential application in the NSW Police environment.

Key relationships

Who	Why
Internal*	
Manager	<ul style="list-style-type: none"> • Receive guidance and provide regular updates on key projects, issues, priorities and business objectives • Provide advice, discuss future direction and contribute to decision making • Identify emerging issues/risks and their implications and propose solutions • Escalate sensitive issues
Clients/Customers	<ul style="list-style-type: none"> • Resolve issues if possible and escalate where necessary • Provide advice to enable outcomes/resolutions and negotiates to ensure compliance • Information exchange
External	
Stakeholders / Clients / Customers /	<ul style="list-style-type: none"> • Information exchange
NSW Health	<ul style="list-style-type: none"> • Information exchange

Role dimensions

Decision making

The role has the autonomy to manage work within the broad framework set by the Manager and within the scope of practice of the profession.

Reporting line

- Senior Coordinator - Health Performance

Direct reports

- Nil

Budget/Expenditure

- Nil

Key knowledge and experience

- Working experience in the provision of health and fitness assessment, evaluation and counselling.

Essential requirements

- Obtain and maintain the requisite security clearances for this position.
- Tertiary qualifications and registration in nursing currently registered in NSW with the Australian Health Practitioner Regulation Agency (AHPRA)
- Post-basic qualifications and at least 3 years experience working in the clinical area of the nurse specified post-basic qualification
- Willingness to travel state-wide as required.
- Willingness to work outside normal working hours in accordance with operational needs.
- Current Drivers License (6 months clear driving record).

Capabilities for the role



The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.


Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

FOCUS CAPABILITIES			
Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none">• Represent the organisation in an honest, ethical and professional way• Support a culture of integrity and professionalism• Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct• Recognise and report misconduct and illegal and inappropriate behaviour• Report and manage apparent conflicts of interest and encourage others to do so	Intermediate
	 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none">• Focus on key points and speak in plain English• Clearly explain and present ideas and arguments• Listen to others to gain an understanding and ask appropriate, respectful questions• Promote the use of inclusive language and assist others to adjust where necessary• Monitor own and others' non-verbal cues and adapt where necessary• Write and prepare material that is well structured and easy to follow• Communicate routine technical information clearly
		Work Collaboratively Collaborate with others and value their contribution	<ul style="list-style-type: none">• Build a supportive and cooperative team environment• Share information and learning across teams• Acknowledge outcomes that were achieved by effective collaboration• Engage other teams and units to share information and jointly solve issues and problems• Support others in challenging situations• Use collaboration tools, including digital technologies, to work with others
 Results	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none">• Seek and apply specialist advice when required• Complete work tasks within set budgets, timeframes and standards• Take the initiative to progress and deliver own work and that of the team or unit• Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals• Identify any barriers to achieving results and resolve these where possible• Proactively change or adjust plans when needed	Intermediate





FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none"> • Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience • Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience • Seek contributions and ideas from people with diverse backgrounds and experience • Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness 	Adept
 Business Enablers	Technology Understand and use available technologies to maximise efficiencies and effectiveness	<ul style="list-style-type: none"> • Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks • Use available technology to improve individual performance and effectiveness • Make effective use of records, information and knowledge management functions and systems • Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies 	Intermediate

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES			
Capability group/sets	Capability name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate

Version Control

Version	Summary of Changes	Date
V1.0	New Role Description created (Benchmark from RD 243 Health & Fitness Officer – Registered Nurse)	10.10.2023

Roles attached

Position Number	Region	Position Number	Region	Position Number	Region	Position Number	Region
50019045	WFS	50614195	WFS	50004983	WFS	50019047	WFS