

Role Description

Work Health & Safety Officer

Agency	NSW Department of Education
Division/Branch/Unit	SINSW/Business Enablement/People & Performance
Location	George St, Sydney
Classification/Grade/Band	Clerk Grade 7/8
Kind of Employment	Temporary
Role Number	BE052
ANZSCO Code	251312
PCAT Code	1224512
Date of Approval	November 2019
Agency Website	education.nsw.gov.au schoolinfrastructure.nsw.gov.au

Agency overview

The NSW Department of Education provides, funds and regulates education services for NSW students from early childhood to secondary school, delivering world-class education through its public schools and providing funding support to non-government schools. We employ, develop and support teachers, leaders and other staff to deliver the best outcomes for students and to advance the wellbeing of Aboriginal people.

School Infrastructure NSW (SINSW) is delivering new school buildings, major upgrades and maintenance strategies to ensure every school-aged child has access to high quality education facilities at their local public school. This encompasses the largest investment in public education infrastructure in the history of NSW.

Primary purpose of the role

Manage and coordinate the implementation of safety and workplace wellbeing initiatives and programs in conjunction with workplace managers to ensure SINSW complies with Work Health and Safety (WHS) legislative requirements and promote an effective and productive work environment.

Key accountabilities

- Provide advice and information to workplace managers on all aspects of the Department of Education WHS policy to ensure compliance with all associated processes and procedures.
- Provide authoritative advice to senior management and staff on a broad range of contemporary health, safety and wellbeing issues.
- Consult with building management to collaborate on the coordination and implementation of the processes and procedures of the emergency management policy.
- Establish and maintain processes and procedures to support the implementation of the WHS framework including making recommendations to the CE relating to the Health & Safety Representatives and WHS workplace committee.

- Coordinate procedures to ensure the provision of training and refresher training for First Aid Attendants to comply with legislative requirements and training to ensure a productive and respectful workplace.
- Establish and maintain a communications board to identify the division's on-site first aid attendants and emergency management personnel.
- Liaise with WHS to develop return to work plans in compliance with work health and safety, workers compensation and injury management legislation and departmental policy and procedures.
- Collaborate with WHS in the implementation and monitoring of return to work plans to ensure compliance with associated programs for injury management or psychological wellbeing in accordance with legislative and departmental requirements.

Key challenges

- Managing competing stakeholder demands, ensuring that high risk matters are assessed as a priority and in a timely manner.
- Maintaining knowledge and understanding of all the current work health and safety legislative and regulatory developments.
- Implementing, managing and evaluating a comprehensive wellbeing program across SINSW.

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Provide regular status reports. • Consult regarding the management of sensitive, high risk or business critical matters. • Receive performance feedback.
Work Team	<ul style="list-style-type: none"> • Support team, work collaboratively to contribute to achieving the team's business outcomes. • Participate in meetings to represent work group perspective and share information. • Participate in discussions and decisions regarding. • Implementation of innovation and best practice.
SINSW staff	<ul style="list-style-type: none"> • Communicate specialist advice and provide guidance on complex matters requiring specialist knowledge and implementation expertise.
External	
Learning networks/communities of practice	<ul style="list-style-type: none"> • Actively participates in internal and/or external learning opportunities, briefing sessions and workshops to keep up to date and to maintain specialist knowledge.

Role dimensions

Decision making

Works with limited supervision and guidance to achieve overall work commitments developed in agreement with the supervisor or manager.

Acts independently to determine day-to-day work priorities, negotiate matters related to area of responsibility and makes decisions in relation to the quality of work outcomes.

Reporting line

Director, People and Performance

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Extensive WHS experience within a state government context.
- Accreditation in Return to Work Coordination.
- Knowledge of and commitment to the department's Aboriginal education policies.
- Current Driver License.





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

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	Adept
	Act with Integrity	Intermediate
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Adept
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	Intermediate

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
Personal Attributes Display Resilience and Courage	Adept	<ul style="list-style-type: none"> Be flexible, show initiative and respond quickly when situations change Give frank and honest feedback/advice Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively Raise and work through challenging issues and seek alternatives Keep control of own emotions and stay calm under pressure and in challenging situations
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> Tailor communication to the audience Clearly explain complex concepts and arguments to individuals and groups Monitor own and others' non-verbal cues and adapt where necessary

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Commit to Customer Service	Adept	<ul style="list-style-type: none"> • Create opportunities for others to be heard • Actively listen to others and clarify own understanding • Write fluently in a range of styles and formats
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> • Take responsibility for delivering high quality customer-focused services • Understand customer perspectives and ensure responsiveness to their needs • Identify customer service needs and implement solutions • Find opportunities to co-operate with internal and external parties to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant stakeholders within the community
Results Deliver Results	Adept	<ul style="list-style-type: none"> • Build a supportive and co-operative team environment • Share information and learning across teams • Acknowledge outcomes which were achieved by effective collaboration • Engage other teams/units to share information and solve issues and problems jointly • Support others in challenging situations
Business Enablers Technology	Intermediate	<ul style="list-style-type: none"> • Take responsibility for delivering on intended outcomes • Make sure team/unit staff understand expected goals and acknowledge success • Identify resource needs and ensure goals are achieved within budget and deadlines • Identify changed priorities and ensure allocation of resources meets new business needs • Ensure financial implications of changed priorities are explicit and budgeted for • Use own expertise and seek others' expertise to achieve work outcomes
Business Enablers Technology	Intermediate	<ul style="list-style-type: none"> • Apply computer applications that enable performance of more complex tasks • Apply practical skills in the use of relevant technology • Make effective use of records, information and knowledge management functions and systems • Understand and comply with information and communications security and acceptable use policies • Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies