|  |  |
| --- | --- |
| **Portfolio** | Primary Industries and Regional Development |
| **Department** | Department of Primary Industries and Regional Development |
| **Group/Division/Branch** | NSW Resources / NSW Resources Regulator |
| **Location** | Negotiable |
| **Classification/Grade/Band** | Inspector Grade 4 |
| **ANZSCO Code** | 132411 |
| **PCAT Code** | 3119192 |
| **Date of Approval** | 30 June 2020 (September 2024) |
| **Agency Website** | www.dpird.nsw.gov.au |

# Agency overview

The Department of Primary Industries and Regional Development (DPIRD) is the department dedicated to growing primary industries and supporting regional economic development to deliver long term benefits to the state. Our focus is to protect, support and develop our primary industries, mining sector, and regions.

DPIRD brings together Agriculture and Biosecurity; Fisheries and Forestry; Local Land Services; NSW Resources; Regional Development and Delivery; the Regional Growth NSW Development Corporation; NSW Public Works and Soil Conservation Service.

We have nearly 5,000 employees, with almost 80 per cent of us living and working in regional NSW.

NSW Resources sets strategic policy for the state’s mineral and energy resources, gathers, analyses, and disseminates geoscientific information, and assesses and determines applications for mineral and petroleum titles for exploration activities and extractive uses.

NSW Resources is committed to delivering strong and quality outcomes, with the vision of our minerals and petroleum resources generating prosperity for the people of NSW.

# Primary purpose of the role

Lead a team of inspectors and other technical experts in the exercise of statutory and administrative responsibilities to improve the health and safety performance at mines. The role overseas verification of effective risk management and incident prevention strategies implemented in the NSW mining industry through management of site inspections, assessments, investigation of incidents and complaints, application of compliance powers, consultation and education.

# Key accountabilities

* Assess, monitor, and review individual mine operator’s and other persons conducting business

operations (PCBU’s) health and safety management systems to ensure regulatory compliance and that satisfactory standards are adopted and implemented.

* Manage teams carrying out announced and unannounced inspections and assessment activities at mine sites, including inspections on weekends and back shifts. Review assessment and inspection reports and enforcement actions. Maintain oversight to ensure corrective actions are addressed in a timely manner.
* Oversee investigations of complex incidents and complaints, including review of circumstances and determine causal factors and make recommendations to prevent recurrence. This includes responding to incidents and emergency situations outside of normal business hours, on a rostered basis.
* Lead and manage work plans, targeted assessment and intervention processes and procedures to ensure a high standard of quality control and transparency, making appropriate evaluations and recommendations.
* Manage enforcement activities to ensure mine operations comply with health and safety legislation including overseeing issuing of written advice, improvement, prohibition and penalty notices. This includes oversight of consultation with mine operators to ensure corrective actions are addressed in a timely manner.
* Oversee the triage and process written and verbal incident notifications in the Resources Regulator’s compliance enforcement system to ensure a timely, effective and appropriately escalated response.
* Provide technical expertise and advice relating to high-risk activity notifications, exemptions, applications and other technical matters.
* Create and manage targeted health and safety campaigns, workshops, working groups or committees, industry forums and community meetings to provide specialist knowledge and promote the Resource Regulators business plans and strategies. This includes participation in the development of standards and guidelines for the industry.

# Key challenges

* Exercising leadership given a large geographical area containing a diverse range of mining operations, people and working conditions and maintaining community support as a result of targeted assessments and interventions in a mining operation given the employment and wealth to the region provided by the 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 to be weighed up.
* Maintaining current knowledge of the technical and scientific dimensions of work health and safety in mining workplaces and ensuring mine safety staff remain technically current and competent with rapid innovation and the development of new technologies in mining.

# Key relationships

|  |  |  |
| --- | --- | --- |
| **Who** | **Why** | |
| **Internal** |  | |
| Chief Inspector / Deputy Chief Inspector | * Discuss and resolve issues relating to provision of resources, planning conflicts, management of technical information, outcomes and recommend strategic actions arising from assessment and intervention   activities | |
| Executive Director | * Provide expert technical advice and liaise to formulate policy / direction * Provide expert technical strategic and operational advice to inform decision making on complex regulatory issues * Collaborate on technical strategic development and business planning and to monitor organisational performance | |
| Other Principal Inspectors | * Develop productive and collaborative working relationships | |
| **Who** | | **Why** |
|  | | * Engage in service design, delivery and assessment to continually improve delivery models and solutions |
| Inspectors | | * Provide and receive advice on administrative and technical matters relating to the planning and execution of targeted assessment and intervention activities |
| Team members | | * To monitor and manage all work done by the team to meet KPIs and quality standards, work planning, performance management, to provide leadership, support and guidance on regulatory and technical matters |
| **External** | |  |
| WHS duty holders, mine owners and operators, statutory position holders, unions, equipment suppliers and  service providers | | * Discuss the implementation, execution and outcomes of strategic safety assessment and intervention programs and compliance activities with these stakeholders |
| Industry stakeholders, Government agencies | | * Disseminate information and provide advice in relation to risk assessment and safety management systems |

**Role dimensions**

## Decision making

* Makes decisions regarding the management of staff undertaking inspection and assessment activities and is responsible for ensuring that services are delivered in a transparent and timely manner and within its allocated program budget.
* Manage 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.
* Guided by legislation, Departmental policies and procedures, Australian and International Standards and industry guidelines.

## Reporting line

The role reports to the Chief Inspector or the Deputy Chief Inspector

## Direct reports

Up to 16 direct reports, some on a project basis.

## Budget/Expenditure

TBC

# Key knowledge and experience

* Sound knowledge of:
  + Mining and/or work health and safety related legislation
  + Technology, systems and practices applied in mining
  + Auditing methodologies

# 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.
* Hold and maintain a current Class C driver licence.
* Compliance with the Resources Regulator [Integrity Clearance](https://www.resourcesregulator.nsw.gov.au/__data/assets/pdf_file/0011/1197848/Policy-Integrity-Clearance.pdf) policy is **mandatory**, and a **condition of engagement** for staff engaged after 3 December 2019.
* Compliance with the Resources Regulator [Pecuniary Interests in the Regulated Sector](https://www.resourcesregulator.nsw.gov.au/__data/assets/pdf_file/0012/1197858/Policy-Pecuniary-interests-in-the-regulated-sector.pdf) policy is

**mandatory**.

* Appointment and ongoing assignment is subject to the satisfactory participation in ongoing health screening.

# Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-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** |
|  | **Act with Integrity**  Be ethical and professional and uphold and promote the public sector vales | * Champion and model the highest standards of ethical and professional behaviour * Drive a culture of integrity and professionalism within the organisation, and in dealings across government and with other jurisdictions and external organisations * Set, communicate and evaluate ethical practices, standards and systems and reinforce their use * Create and promote a culture in which staff feel able to report apparent breaches of legislation, policies and guidelines and act promptly and visibly in response to such reports * Act promptly and visibly to prevent and respond to unethical behaviour | Highly Advanced |
|  | **Manage Self**  Show drive and motivation, an ability to self-reflect and a commitment to learning | * Act as a professional role model for colleagues, set high personal goals and take pride in their achievement * Actively seek, reflect and act on feedback on   own performance   * Translate negative feedback into an opportunity to improve * Take the initiative and act in a decisive way * Demonstrate a strong interest in new knowledge and emerging practices relevant to the organisation | Advanced |
|  | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | * Present with credibility, engage diverse audiences and test levels of understanding * Translate technical and complex information clearly and concisely for diverse audiences * Create opportunities for others to contribute to discussion and debate * Contribute to and promote information sharing across the organisation * Manage complex communications that involve understanding and responding to multiple and divergent viewpoints * Explore creative ways to engage diverse   audiences and communicate information   * Adjust style and approach to optimise outcomes * Write fluently and persuasively in plain English and in a range of styles and formats | Advanced |
|  | **Commit to Customer Service** Provide customer-focused services in line with public sector and organisational objectives | * Take responsibility for delivering high-quality customer-focused services * Design processes and policies based on the customer’s point of view and needs * Understand and measure what is important to customers * Use data and information to monitor and improve customer service delivery * Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers * Maintain relationships with key customers in   area of expertise   * Connect and collaborate with relevant customers within the community | Adept |
|  | **Work Collaboratively** Collaborate with others and value their contribution | * Encourage a culture that recognises the value of collaboration * Build cooperation and overcome barriers to information sharing and communication across teams and units * Share lessons learned across teams and units * Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work * Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services | Adept |
|  | **Influence and Negotiate** Gain consensus and commitment from others, and resolve issues and conflicts | * Influence others with a fair and considered approach and present persuasive counter- arguments * Work towards mutually beneficial ‘win-win’   outcomes   * Show sensitivity and understanding in resolving acute and complex conflicts and differences * Identify key stakeholders and gain their support in advance * Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromise * Anticipate and minimise conflict within the organisation and with external stakeholders | Advanced |
|  | **Demonstrate Accountability** Be proactive and responsible for own actions, and adhere to  legislation, policy and guidelines | * Design and develop systems to establish and measure accountabilities * Ensure accountabilities are exercised in line with government and business goals * Exercise due diligence to ensure work health and safety risks are addressed * Oversee quality assurance practices * Model the highest standards of financial probity, demonstrating respect for public monies and other resources * Monitor and maintain business-unit knowledge of   and compliance with legislative and regulatory frameworks   * Incorporate sound risk management principles * and strategies into business planning | Advanced |
|  | **Technology**  Understand and use available technologies to maximise efficiencies and effectiveness | * Identify opportunities to use a broad range of technologies to collaborate * Monitor compliance with cyber security and the use of technology policies * Identify ways to maximise the value of available technology to achieve business strategies and outcomes * Monitor compliance with the organisation’s records, information and knowledge management requirements | Adept |
|  | **Project Management** Understand and apply effective planning, coordination and  control methods | * Prepare and review project scope and business cases for projects with multiple interdependencies * Access key subject-matter experts’ knowledge to   inform project plans and directions   * Design and implement effective stakeholder engagement and communications strategies for all project stages * Monitor project completion and implement   effective and rigorous project evaluation methodologies to inform future planning   * Develop effective strategies to remedy variances   from project plans and minimise impact   * Manage transitions between project stages and ensure that changes are consistent with organisational goals * Participate in governance processes such as project steering groups | Advanced |
|  | **Manage and Develop People**  Engage and motivate staff, and develop capability and potential in others | * Refine roles and responsibilities over time to achieve better business outcomes * Recognise talent, develop team capability and undertake succession planning * Coach and mentor staff and encourage professional development and continuous learning * Prioritise addressing and resolving team and individual performance issues and ensure that this approach is cascaded throughout the organization * Implement performance development frameworks to align workforce capability with the organisations current and future priorities and objectives | Advanced |

**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** |
|  | Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Advanced |
|  |  |  |
| Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Adept |
|  | Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Advanced |
|  |  |
| Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Advanced |
| Think and Solve Problems | Think, analyse and consider the broader context to develop practical solutions | Advanced |
|  | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Adept |
|  |  |  |
| Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Adept |
|  | Inspire Direction and Purpose | Communicate goals, priorities and vision, and recognise achievements | Advanced |
|  |  |
| Optimise Business Outcomes | Manage people and resources effectively to achieve public value | Adept |
| Manage Reform and Change | Support, promote and champion change, and assist others to engage with change | Adept |