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| **Role Description Fields** | **Details** |

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| **Department** | Department of Primary Industries and Regional Development |
| **Division/Branch/Unit** | NSW Resources / Resources Regulator |
| **Location** | Various |
| **Classification/Grade/Band** | Inspector Grade 1 |
| **ANZSCO Code** | 139999 |
| **PCAT Code** | 1137215 |
| **Date of Approval** | October 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; Biosecurity; Forestry and Fishing; 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

Exercise statutory and administrative responsibilities as an appointed government official to improve the health and safety performance at mines.

The focus of the role is to verify that effective risk management and incident prevention strategies are implemented in the NSW mining industry through 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 health and safety management systems to ensure regulatory compliance and that satisfactory standards are adopted and implemented.
* Carry out announced and unannounced inspections and assessment activities at mine sites, including inspections on weekends and back shifts. Prepare and record assessment and inspection reports and inform operators of their compliance status in writing. Consult with mine operators to ensure corrective actions are addressed in a timely manner and assist these operators in scheduling improvement actions to ensure the health and safety of persons at their operations.
* Investigate incidents and complaints, to review circumstances and determine causal factors and make recommendations to prevent recurrence. Obtain and prepare evidence for potential legal proceedings and produce investigation reports.
* Consult with mine operators to ensure corrective actions are addressed in a timely manner and assist these operators in scheduling improvement actions to ensure the health and safety of persons at their operations.
* Carry out enforcement activities to ensure mine operations comply with health and safety legislation. This includes issuing written advice, improvement and prohibition notices.
* 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 and other technical matters.
* Participate in targeted health and safety campaigns, workshops, working groups or committees, industry forums and community meetings to provide specialist knowledge 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

* Negotiating with and influencing mine operators who may have a limited understanding of their legal obligations, or who may be concerned at the possible implications of compliance action.
* Gaining the confidence of mine operators and workers, through the development of cooperative and open relationships.
* Maintaining the necessary levels of knowledge in best practice, given the variety of legislative requirements and rapid changes in technology and anticipating the health and safety issues arising from new technology.

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| Manager or Principal Inspector  | * Seek direction and provide advice and report on business, operational and compliance issues
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| Mine inspectors and other RR staff  | * Deliver information and seek advice on operational matters, compliance issues and the provision of advice to external parties
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| **External** |   |
| Mine Operators including management and worker representatives (ISHRs, SHRs and HSRs) | * Gather information for the purpose of improving health and safety and ensuring compliance with the relevant legislation, providing advice and support to deal with operational matters
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| Industry suppliers, designers and manufacturers  | * Ensure that plant and substances are safe and without risks to health and safety when properly used
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# Role dimensions

## Decision making

* This role has some autonomy in relation to enforcement actions and makes independent decisions relating to regulatory compliance and negotiations with mine operators on timetables for compliance.
* The role holder is guided in their decision making by experience in mine health and safety management systems, legislation, Codes of Practice, Australian and International Standards and applicable Resources Regulator policies and procedures.
* This role consults with the Principal Inspector when prioritising assessment and compliance activities and any matters having a potential state-wide industry impact or that are sensitive to local communities.
* The role holder provides advice to operators regarding the results of assessments, safe operating practices and strategies to improve health and safety at the workplace.

## Reporting line

This role reports to the Manager or Principal Inspector

## Direct reports

Nil

## 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; and
* Auditing methodologies.

Essential requirements

* Hold and maintain a current Class C driver licence.
* Compliance with the Resources Regulator Integrity Clearance policy is mandatory and is a condition of engagement.
* Compliance with the Resources Regulator Pecuniary Interests in the Regulated Sector policy is mandatory.
* Appointment and ongoing assignment are subject to the satisfactory participation in ongoing health screening
* Compliance with pre-employment probity screening is mandatory and a condition of engagement.

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 |
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| **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 | Represent the organisation in an honest, ethical and professional way and encourage others to do so Act professionally and support a culture of integrity Identify and explain ethical issues and set an example for others to follow Ensure that others are aware of and understand the legislation and policy framework within which they operate Act to prevent and report misconduct and illegal and inappropriate behaviour  | Adept |
| personal-attributes | **Manage Self**Show drive and motivation, an ability to self-reflect and a commitment to learning | Keep up to date with relevant contemporary knowledge and practices Look for and take advantage of opportunities to learn new skills and develop strengths Show commitment to achieving challenging goals Examine and reflect on own performance Seek and respond positively to constructive feedback and guidance Demonstrate and maintain a high level of personal motivation  | Adept |
| relationships | **Communicate Effectively**Communicate clearly, actively listen to others, and respond with understanding and respect | Tailor communication to diverse audiencesClearly explain complex concepts and arguments to individual and groupsCreate opportunities for others to be heard, listen attentively and encourage them to express their viewsShare information across teams and units to enable informed decision makingWrite fluently in plain English and in a range of styles and formatsUse contemporary communication channels to share information, engage and interact with diverse audiences | Adept |
|  | **Commit to Customer Service** Provide customer-focused services in line with public sector and organisational objectives | Focus on providing a positive customer experience Support a customer-focused culture in the organisation Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers Identify and respond quickly to customer needs Consider customer service requirements and develop solutions to meet needs Resolve complex customer issues and needs Cooperate across work areas to improve outcomes for customers | Intermediate |
| relationships | **Work Collaboratively**Collaborate with others and value their contribution | Encourage a culture that recognises the value of collaborationBuild cooperation and overcome barriers to information sharing and communication across teams and unitsShare lessons learned across teams and unitsIdentify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to workActively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services | Adept |
| results | **Think and Solve Problems**Think, analyse and consider the broader context to develop practical solutions | Identify the facts and type of data needed to understand a problem or explore an opportunityResearch and analyse information to make recommendations based on relevant evidenceIdentify issues that may hinder the completion of tasks and find appropriate solutionsBe willing to seek input from others and share own ideas to achieve best outcomesGenerate ideas and identify ways to improve systems and processes to meet user needs | Intermediate |
| results | **Demonstrate Accountability**Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Assess work outcomes and identify and share learnings to inform future actionsEnsure that own actions and those of others are focused on achieving organisational outcomesExercise delegations responsiblyUnderstand and apply high standards of financial probity with public monies and other resourcesIdentify and implement safe work practices, taking a systematic risk management approach to ensure own and others’ health and safetyConduct and report on quality control auditsIdentify risks to successfully achieving goals, and take appropriate steps to mitigate those risks | Adept |
| business-enablers | **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 |

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 |
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| **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 | Adept |
| personal-attributes | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Foundational |
| relationships | Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Adept |
| results | Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Adept |
| results | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Intermediate |
| business-enablers | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Foundational |
| business-enablers | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |
| business-enablers | Project Management | Understand and apply effective planning, coordination and control methods | Foundational |