

Role Description

Senior WHS Consultant

Cluster	Department of Premier & Cabinet
Agency	State Library of New South Wales
Division/Branch/Unit	Human Resources, Operations & Infrastructure
Classification/Grade/Band	Clerk Grade 7/8
ANZSCO Code	251312
PCAT Code	1324592
Date of Approval	18 June 2015. Amended November 2019
Agency Website	www.sl.nsw.gov.au

Agency overview

The State Library of New South Wales is one of Australia's oldest and most important public institutions. Collecting actively since 1826, the Library preserves and presents the social, cultural and scientific history of our State and our Nation for the benefit of all. Its rich collections, both physical and digital, alongside partnerships with the public library network across NSW and other vibrant collaborations enable Australians to examine their past and imagine their future. In short, the Library occupies a unique position at the very heart of our civil society

The Operations & Infrastructure Division provides strategic leadership, advice and solutions that deliver outstanding service and business results across the Library. The Division is responsible for a range of corporate services that drive and measure overall organisational improvement. The key functional areas include corporate governance, financial planning and management, human resource management, industrial relations, work health and safety, privacy, freedom of information, security, facilities management and built infrastructure development. The Division provides a crucial enabling and support role and identifies appropriate strategies and benchmarks for performance and improvement.

Primary purpose of the role

Develop and implement systems, procedures and programs to support the achievement of a safe and healthy work environment, taking a lead role in assessing work health and safety (WHS) issues and risks, monitoring workers' compensation performance, coordinating injury management programs and contributing to work health and safety training and education.

Key accountabilities

- Develop and implement WHS systems, procedures and programs to support continuous improvement in work practices and raise awareness of health and safety issues amongst managers and workers.
- Review, develop and implement policies and procedures to ensure compliance with legislation.
- Research and analyse performance and best practice to contribute to the development and implementation of risk management strategies to support a proactive approach to accident and injury prevention.
- Provide advice and support to the Library's WHS Committee; identify and resolve work health and safety

issues, adopting a proactive and collaborative approach to minimise risk and promote compliance with regulatory requirements.

- Coordinate injury management and return to work programs to optimise safe return to work of injured and ill staff and ensure that the Library meets its regulatory obligations.
- Coordinate and monitor workers' compensation and return to work cases to ensure that appropriate assistance is provided to injured and ill staff to support their recovery and safe return to the workplace.
- Contribute to the planning and development of WHS related training to enhance knowledge and skills in relation to injury prevention and management and risk management to promote compliance across the Library with regulatory requirements.
- Provide information and advice to support managers and supervisors in meeting their responsibilities related to work health and safety, injury management and workers compensation matters.
- Coordinate the collection of all work health and safety related data, monitor and report on safety performance and recommend changes to enhance workplace health and safety outcomes.

Key challenges

- Interpreting and applying complex legislation and policy relating to work health and safety, workers compensation and injury management and maintaining a contemporary knowledge of developments in the field to apply best practice and regulatory compliance to the changing nature of work within the library and information services environment.
- Promoting and supporting best practice in work health and safety and injury prevention and management to contribute to change in the Library's safety culture so that managers and workers accept appropriate responsibility for work health and safety outcomes.
- Reducing workers' compensation costs per claim by active rehabilitation intervention, program review and implementation of prevention strategies.
- Analysing WHS performance to develop prevention strategies and overall program review and thereby minimise injury and illness over the long term.

Key relationships

Who	Why
Internal	
Human Resources Manager	<ul style="list-style-type: none"> • To receive overall direction, discuss issues and resolve problems, review priorities and report on progress
HR Branch staff	<ul style="list-style-type: none"> • To discuss health and safety issues, report on trends, contribute to team meetings, share information
Managers and supervisors and Library staff	<ul style="list-style-type: none"> • To liaise regarding the delivery of health and safety services, convey information, promote best practice and provide advice and support to line managers and supervisors in the meeting of their WHS responsibilities.
External	
Library's insurer	<ul style="list-style-type: none"> • Share workers compensation information, gain an understanding of requirements, and resolve outstanding issues impacting on an individual's return to the workplace

Who	Why
Treating doctors, rehab providers	<ul style="list-style-type: none"> Share information, gain an understanding of rehabilitation requirements, and resolve outstanding issues impacting on an individual's return to the workplace
WHS Community of Practice	<ul style="list-style-type: none"> Discuss health and safety issues, report on trends, contribute to meetings, share information

Role dimensions

Decision making

- Administers health, safety and injury management functions in accordance with established legislative and policy frameworks.
- Provides advice and recommendations on and has input into the development of broadly based operational strategies, policies and procedures in relation to work health and safety and injury management.
- Makes decisions in relation to workers' compensation and fitness case management, the development of alternate duties and risk management strategies, within guidelines provided by the Library's insurer, treating doctors and other treating providers.
- Decisions regarding the resolution of the more difficult problems and the development of options are made in consultation with the Human Resources Manager.
- Acts as the authorising officer for workers' compensation forms and straightforward correspondence with difficult and complex cases being discussed with the Manager.

Reporting line

The role reports to the HR Manager. Also reporting to the HR Manager are the HRS Lead, HR Advisor and HR Administrative Assistant.

Essential requirements

Tertiary qualifications in a relevant discipline such as Work Health and Safety, Human Resources and/or equivalent experience.





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	Intermediate
	Act with Integrity	Intermediate
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Adept
	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 Manage Self	Adept	<ul style="list-style-type: none"> 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 a high level of personal motivation
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 Create opportunities for others to be heard Actively listen to others and clarify own understanding Write fluently in a range of styles and formats

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> • Encourage a culture of recognising the value of collaboration • Build co-operation and overcome barriers to information sharing and communication across teams/units • Share lessons learned across teams/units • Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work
Relationships Influence and Negotiate	Intermediate	<ul style="list-style-type: none"> • Utilise facts, knowledge and experience to support recommendations • Work towards positive and mutually satisfactory outcomes • Identify and resolve issues in discussion with other staff and stakeholders • Identify others' concerns and expectations • Respond constructively to conflict and disagreements • Keep discussion focused on the key issues
Results Think and Solve Problems	Adept	<ul style="list-style-type: none"> • Research and analyse information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options • Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness
Results Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> • Take responsibility and be accountable for own actions • Understand delegations and act within authority levels • Identify and follow safe work practices, and be vigilant about their application by self and others • Be alert to risks that might impact the completion of an activity and escalate these when identified • Use financial and other resources responsibly
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