

# Role Description

## Senior Advisor Workplace Health & Safety

Agency	Office of Sport
Division/Branch/Unit	Office of the Chief Executive / Human Resources
Location	Sydney Olympic Park
Classification/Grade/Band	Clerk Grade 7/8
Role Number	51000067
ANZSCO Code	223111
PCAT Code	3444492
Date of Approval	19 July 2017
Agency Website	<a href="http://www.sport.nsw.gov.au">http://www.sport.nsw.gov.au</a>

### Agency overview

The Office of Sport is the lead NSW Government agency for sport and active recreation.

With a vision of *sport and active recreation creating healthier people, connecting communities and making a stronger NSW*, we provide the people of NSW with the leadership, policies, programs, funding and infrastructure necessary to maximise the social, health and economic benefits realised through this valued sector.

Our work is spread across NSW, with ten Sport and Recreation Centres, four Olympic Sport Venues and offices throughout the state.

### Primary purpose of the role

The Senior Advisor Workplace Health and Safety is responsible for delivering a range of Work Health and Safety (WHS) and Injury Management services to support Office of Sport objectives.

### Key accountabilities

- Analyse, review and recommend improvements to WHS and risk management strategies to facilitate compliance with organisational objectives, relevant legislation, regulations/codes of practice and standards.
- Contribute to the review, development and implementation of WHS policies, processes, procedures to ensure services and processes meet the needs of managers, to improve practice and meet compliance requirements.
- Manage injury management cases and provide advice and facilitation of referrals for fitness to continue employment relating to both worker's compensation and non-work related injuries or illness and manage WHS implications
- Provide strategic advice and support to managers to facilitate the management of WHS and well-being issues and to support risk identification and mitigation, injury prevention, injury management and well-being programs across the Office of Sport.

- Provide and coordinate support in the management of health related matters not covered under the worker's compensation scheme including reasonable adjustment requests.
- Enhance and maintain the agency's return to work program and worker's compensation system.
- Support the establishment of a safety culture including the development of a safety management system.
- Collate data and report on worker's compensation and WHS/IM metrics to identify trends and metrics to support the development of targeted strategies.

## Key challenges

- Managing work priorities and volume with a high level of accuracy within strict time constraints in an environment with competing priorities.
- Supporting the conduct of injury management cases effectively to ensure business requirements are balanced with legislation and government policy.
- Establishing a safety culture across the organisation whilst dealing with managers and staff dispersed across the state.

## Key relationships

Who	Why
<b>Internal</b>	
Director Human Resources	<ul style="list-style-type: none"> <li>• Obtain strategic direction and guidance on sensitive matters and provide regular updates, advice, information and recommendations on WHS matters, projects and priorities.</li> </ul>
Managers	<ul style="list-style-type: none"> <li>• Provide support and specialist advice on WHS matters, injury management and risk management.</li> </ul>
Other staff	<ul style="list-style-type: none"> <li>• Provide advice and information on WHS matters, projects and priorities.</li> </ul>
<b>External</b>	
iCare NSW	<ul style="list-style-type: none"> <li>• Obtain information, guidance and advice.</li> </ul>
Union	<ul style="list-style-type: none"> <li>• Consult on WHS matters and provide advice where necessary.</li> </ul>
Other Government Agencies	<ul style="list-style-type: none"> <li>• Consultation, negotiations and information sharing on WHS programs and initiatives</li> </ul>
External Agencies and Stakeholders	<ul style="list-style-type: none"> <li>• Identify opportunities to improve WHS programs and initiatives. Engage and monitor the performance of consultants and contractors.</li> </ul>

## Role dimensions

### Decision making

The Senior Advisor Workplace Health and Safety has a limited level of autonomy regarding decision making required to provide WHS advice and consulting services.

Decisions on matters outside the Senior Advisor Workplace Health and Safety's accountabilities and on issues that are contentious or sensitive and may impact on the reputation of the Agency are escalated to the Director, Human Resources.

## Reporting line

Director, Human Resources

## Direct Reports

WHS Support Officer

## Budget/Expenditure

Financial Delegation up to \$25,000

## Essential requirements

- Current NSW Class C Driver's License
- National Criminal Records Check



## 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](http://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	Adept
	<b>Manage Self</b>	<b>Adept</b>
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Intermediate
	<b>Commit to Customer Service</b>	<b>Adept</b>
	Work Collaboratively	Adept
	<b>Influence and Negotiate</b>	<b>Adept</b>
 Results	<b>Deliver Results</b>	<b>Adept</b>
	Plan and Prioritise	Intermediate
	<b>Think and Solve Problems</b>	<b>Adept</b>
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	<b>Procurement and Contract Management</b>	<b>Intermediate</b>
	Project Management	Intermediate
 People Management	Manage and Develop People	Foundational
	Inspire Direction and Purpose	Foundational
	<b>Optimise Business Outcomes</b>	<b>Adept</b>
	Manage Reform and Change	Foundational

### 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
<b>Personal Attributes</b> Manage Self	Adept	<ul style="list-style-type: none"> <li>Look for and take advantage of opportunities to learn new skills and develop strengths</li> <li>Show commitment to achieving challenging goals</li> <li>Examine and reflect on own performance</li> <li>Seek and respond positively to constructive feedback and guidance</li> <li>Demonstrate a high level of personal motivation</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Relationships</b> Commit to Customer Service	Adept	<ul style="list-style-type: none"> <li>Take responsibility for delivering high quality customer-focused services</li> <li>Understand customer perspectives and ensure responsiveness to their needs</li> <li>Identify customer service needs and implement solutions</li> <li>Find opportunities to co-operate with internal and external parties to improve outcomes for customers</li> <li>Maintain relationships with key customers in area of expertise</li> <li>Connect and collaborate with relevant stakeholders within the community</li> </ul>
<b>Relationships</b> Influence and Negotiate	Adept	<ul style="list-style-type: none"> <li>Negotiate from an informed and credible position</li> <li>Lead and facilitate productive discussions with staff and stakeholders</li> <li>Encourage others to talk, share and debate ideas to achieve a consensus</li> <li>Recognise and explain the need for compromise</li> <li>Influence others with a fair and considered approach and sound arguments</li> <li>Show sensitivity and understanding in resolving conflicts and differences</li> <li>Manage challenging relations with internal and external stakeholders</li> <li>Pre-empt and minimise conflict</li> </ul>
<b>Results</b> Deliver Results	Adept	<ul style="list-style-type: none"> <li>Take responsibility for delivering on intended outcomes</li> <li>Make sure team/unit staff understand expected goals and acknowledge success</li> <li>Identify resource needs and ensure goals are achieved within budget and deadlines</li> <li>Identify changed priorities and ensure allocation of resources meets new business needs</li> <li>Ensure financial implications of changed priorities are explicit and budgeted for</li> <li>Use own expertise and seek others' expertise to achieve work outcomes</li> </ul>
<b>Results</b> Think and Solve Problems	Adept	<ul style="list-style-type: none"> <li>Research and analyse information, identify interrelationships and make recommendations based on relevant evidence</li> <li>Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options</li> <li>Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness</li> <li>Identify and share business process improvements to enhance effectiveness</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Business Enablers</b> Procurement and Contract Management	Intermediate	<ul style="list-style-type: none"> <li>Understand and comply with legal, policy and organisational guidelines and procedures in relation to procurement and contract management</li> <li>Conduct delegated purchasing activities, complying with prescribed guidelines and procedures</li> <li>Work with providers, suppliers and contractors to ensure that outcomes are delivered in line with time and quality requirements</li> </ul>
<b>People Management</b> Optimise Business Outcomes	Adept	<ul style="list-style-type: none"> <li>Initiate and develop longer-term goals and plans to guide the work of the team in line with organisational objectives</li> <li>Allocate resources to ensure achievement of business outcomes and contribute to wider workforce planning</li> <li>Ensure that team members base their decisions on a sound understanding of business principles applied in a public sector context</li> <li>Monitor performance against standards and take timely corrective actions</li> <li>Keep others informed about progress and performance outcomes</li> </ul>