

Role Description

Associate Director, Safety, Environment & Assurance

Cluster	Transport and Infrastructure
Agency	Transport for New South Wales
Division/Branch/Unit	Infrastructure and Place / PLR
Location	Various: Parramatta, Chatswood, Sydney metropolitan
Classification/Grade/Band	Band 1A
Senior Executive Work Level Standards	Work Contribution Stream: Regulatory/Compliance
Role Number	51020358
ANZSCO Code	251312
PCAT Code	3114592
Date of Approval	7 January 2020

Agency overview

Transport for NSW (TfNSW) is the lead agency of the NSW Transport cluster. At Transport, we're passionate about making NSW a better place to live, work and visit. Our vision is of a connected roads and public transport network that has higher capacity and gives people the freedom to choose how and when they get around, no matter where they live and work. Right now, we're delivering a \$41.5bn program – the largest this nation has ever seen – to keep people and goods moving, connect communities and shape the future of our cities, centres and regions. At Transport, we're also committed to creating a diverse, inclusive and flexible workforce which reflects the community and the customers we serve.

Primary purpose of the role

The primary purpose of the role is to coordinate the Safety, Environment and Assurance activities across Parramatta Light Rail Program. The role leads and manages the Safety Delivery; Planning Environment & Sustainability; Quality and Assurance functions within the Program, its services and operations, to meet the required aims and objectives of the Program.

The role is accountable for implementation of Safety management and advice in line with the requirements of the Safety Management System (SMS), Environment Management System (EMS) and Assurance frameworks to ensure that the Program meets operational requirements and complies with applicable regulatory standards.

Key accountabilities

- Provide timely and compelling Safety, Environment and Assurance advice to the Program Director and senior leadership team; within Communities of Practice across TfNSW Infrastructure and Place, key stakeholders and contracted partner organisations.
- Lead and manage a team of specialist resources providing advice, procedures and processes regarding safety, environment and assurance standards, legislative requirements and accountabilities

- Ensure the provision of Safety, Environment and Assurance resources and subject matter experts to provide client side support, business case development, design and build activities, as well as for the development of systems and processes
- Lead the work with the Leadership team to deliver risk controls and implement risk-based monitoring programs to test compliance with legislative obligations and TfNSW processes and procedures.
- Deploy the Infrastructure and Place Divisional Management System in accordance with delegations, participate in due diligence assurance activities and support the Program Director to effectively manage KPIs and targets for delivery teams
- Work collaboratively with the Director Safety & Engineering Services; Director Planning, Environment and Sustainability; Director Program Management Group; and Safety, Environment and Regulation Division on strategic issues, Program requirements, legislative requirements, TfNSW strategic objectives and safety and environment initiatives.
- Be the principal point of contact with regulatory and statutory authorities on safety, environment and assurance management matters for the Program.

Key challenges

- Ensure consistency of practice across the program when delivering the TfNSW Safety Management System (SMS), Environment Management System (EMS) and assurance frameworks
- Identifying and implementing changes resulting from revisions in transport legislation across all modes of transport.
- Resolving issues often without precedence whilst keeping management informed of commercial impacts, political sensitivity, issues attracting media or community attention and emerging issues.
- Proactively perform functions such that overall objective of the Program including time and cost are met.

Key relationships

Who	Why
Internal	
Program Director and Senior leadership team	<ul style="list-style-type: none"> • Escalate issues, keep informed, advise and receive instructions • Provide regular updates on key projects, issues and priorities • Contribute to strategic planning, policy development and decision making
Director Safety & Engineering Services; Director Planning, Environment and Sustainability; Director Program Management Group; Safety, Environment and Regulation Division senior leadership team	<ul style="list-style-type: none"> • Functional direction; compliance with TfNSW Infrastructure and Place standards and processes • Support the ongoing development of the IP Management Systems
External	
Regulatory and statutory authorities, Service providers, providers of specialist contracting and consultancy services, other government agency (State and Commonwealth); private	<ul style="list-style-type: none"> • Participate in forums, groups to represent agency and share information • Provide advice and respond to requests for information

Who	Why
sector groups; corporate and industry associations	
Contractors	<ul style="list-style-type: none"> Strategic direction; compliance with TfNSW Infrastructure and Place standards and processes

Role dimensions

Decision making

As per the delegations for the role.

Reporting line

This role reports to the Program Director Parramatta Light Rail.

Direct reports

This role is accountable for managing a variable number of specialist resources aligned to program requirements.

Budget/Expenditure

The budget/expenditure allocation for the role will be confirmed.

Essential requirements

Tertiary qualifications in a relevant discipline, or equivalent experience at a senior level in management specialist teams in support of the delivery of major construction projects and programs.

Proven experience in providing sound legislative advice to all levels or project and support teams across SEA.

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

This role also utilises an [occupation specific capability set](#).

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	Advanced
	Manage Self	Adept
	Value Diversity	Adept
 Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Advanced
 Results	Deliver Results	Advanced
	Plan and Prioritise	Adept
	Think and Solve Problems	Advanced
	Demonstrate Accountability	Advanced
 Business Enablers	Finance	Adept
	Technology	Adept
	Procurement and Contract Management	Adept
	Project Management	Advanced
 People Management	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Adept
	Optimise Business Outcomes	Advanced
	Manage Reform and Change	Adept

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 Act with Integrity	Advanced	<ul style="list-style-type: none"> Model the highest standards of ethical behaviour and reinforce them in others Represent the organisation in an honest, ethical and professional way and set an example for others to follow Ensure that others have a working understanding of the legislation and policy framework within which they operate Promote a culture of integrity and professionalism within the organisation and in dealings external to government Monitor ethical practices, standards and systems and reinforce their use

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Work Collaboratively	Advanced	<ul style="list-style-type: none"> • Act on reported breaches of rules, policies and guidelines • Build a culture of respect and understanding across the organisation • Recognise outcomes which resulted from effective collaboration between teams • Build co-operation and overcome barriers to information sharing, communication and collaboration across the organisation and cross-government • Facilitate opportunities to engage and collaborate with external stakeholders to develop joint solutions
Results Deliver Results	Advanced	<ul style="list-style-type: none"> • Drive a culture of achievement and acknowledge input of others • Investigate and create opportunities to enhance the achievement of organisational objectives • Make sure others understand that on-time and on-budget results are required and how overall success is defined • Control output of business unit to ensure government outcomes are achieved within budget • Progress organisational priorities and ensure effective acquisition and use of resources • Seek and apply the expertise of key individuals to achieve organisational outcomes
Results Demonstrate Accountability	Advanced	<ul style="list-style-type: none"> • 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
Business Enablers Project Management	Advanced	<ul style="list-style-type: none"> • Prepare scope and business cases for more ambiguous or complex projects including cost and resource impacts • Access key subject-matter experts' knowledge to inform project plans and directions • Implement effective stakeholder engagement and communications strategy for all stages of projects • Monitor the completion of projects and implement effective and rigorous project evaluation methodologies to inform future planning • Develop effective strategies to remedy variances from project plans, and minimise impacts

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
People Management Manage and Develop People	Advanced	<ul style="list-style-type: none"> • Manage transitions between project stages and ensure that changes are consistent with organisational goals • 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 • Provide timely, constructive and objective feedback to staff • Address and resolve team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way • Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives
People Management Optimise Business Outcomes	Advanced	<ul style="list-style-type: none"> • Develop workforce plans that effectively distribute organisational resources to achieve business goals • Plan for strategic use of human resources that links to wider organisational aims and goals • Encourage others to strive for ongoing performance improvement • Align systems and processes to encourage improved performance and outcomes