Role Description
Occupational Psychologist

Cluster	Justice
Agency	Fire & Rescue NSW (FRNSW)
Directorate/Branch/Unit	People & Culture (P&C)/Health & Safety/Health Promotions Section
Classification/Grade/Band	Clerk 9/10
Kind of Employment	Ongoing
Role Number	5214070
ANZSCO Code	224412
PCAT Code	1224592
Agency Website	www.fire.nsw.gov.au

Agency overview

Fire and Rescue NSW (FRNSW) is one of the world's largest urban fire and rescue services and is the busiest in Australia. Our overriding purpose is to enhance community safety, quality of life, and confidence by minimising the impact of hazards and emergency incidents on the people, property, environment and on the economy of NSW. Our capabilities extend far beyond fighting fires. FRNSW firefighters are among the most highly trained in the world. Our teams provide fire prevention, they respond to hazardous materials incidents, natural disasters and medical emergencies. Our teams also undertake counter terrorism and urban search and rescue operations. We are prepared for anything – helping anyone, anywhere, anytime.

Primary purpose of the role

Provide strategic psychology advice and project management services to FRNSW relating to the development and implementation of mental health and wellbeing programs under the directives of the FRNSW Mental Health Policy.

Key accountabilities

- Provide strategic advice relating to the maintenance of optimal mental health across all FRNSW directorates
- Develop strategies to support the FRNSW workforce during organisational and cultural change in consult with stakeholders
- Coordinate and review FRNSW periodic well check programs
- Provide expert support to the FRNSW Critical Incident Support Program
- Monitor, review, audit and evaluate services provided through the existing wellbeing programs
- Undertake research and use review data to inform and provide expert advice on programs
- Develop program content as a considered expert and/or in consultation with stakeholders
- Coordinate the delivery of wellbeing program services to end users in consultation with Wellbeing Coordinator
- Prepare and present project documentation, proposals, budgets, plans, milestone reporting and updates for submissions at committees and/or for executive advice
- Prepare project related documents for stakeholders, as required, including status updates, reports, budgets and discussion papers
- Monitor and research local, national and international practices and trends in mental health practice to identify emerging issues, and inform program and policy development, make recommendations to manage identified issues

Key challenges

- Must maintain a detailed knowledge of the issues facing FRNSW, and develop programs and policies to address emerging issues

- Keep up to date regarding current legislation and trends in safety management and injury prevention
- Must ensure currency of knowledge of the legislative requirements, particularly industry practices and standards that affect WHS issues within FRNSW

Key relationships

Who	Why
Internal	
Committees	• Participate in the Mental Health Task force meetings offering expertise
Health & Safety Branch Members	• Provide advice where required on wellbeing or psychological injury issues – including recruit medical conditions, fitness for duty and injury management and return to work
Fire & Rescue NSW (FRNSW) management and HR practitioners	• Provide professional assistance and advice regarding relevant policies and programs to facilitate the effective resolution of interpersonal conflict and workplace disputes. • Provide strategic advice relating to implementation of a broad range of FRNSW policies , procedures and programs
External	
Interagency Mental Health Committees	• Represent FRNSW on committees including Response Agency Support Services Alliance and Health Promotion Network

Role dimensions

Decision making
- Has independence and autonomy to manage work within broad framework set by Manager
- Applies judgement and provides direction in difficult circumstances

Reporting line: Director Health & Safety
Direct reports: Nil
Budget/Expenditure: Nil

Essential Requirements

1. Tertiary qualifications in Psychology
2. Thorough understanding of the issues and current challenges in mental health practice and wellbeing management

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 focus capabilities for this role are in bold. 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	**Adept**
	Manage Self	Adept
	Value Diversity	Adept
Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Intermediate
	Influence and Negotiate	**Adept**
Results	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	**Adept**
	Demonstrate Accountability	**Adept**
Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	**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	Adept	• Represent the organisation in an honest, ethical and professional way and encourage others to do so • Demonstrate professionalism to support a culture of integrity within the team/unit • Set an example for others to follow and identify and explain ethical issues • Ensure that others understand the legislation and policy framework within which they operate • Act to prevent and report misconduct, illegal and inappropriate behaviour

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Relationships Influence and Negotiate	Adept	• Negotiate from an informed and credible position • Lead and facilitate productive discussions with staff and stakeholders • Encourage others to talk, share and debate ideas to achieve a consensus • Recognise and explain the need for compromise • Influence others with a fair and considered approach and sound arguments • Show sensitivity and understanding in resolving conflicts and differences • Manage challenging relations with internal and external stakeholders • Pre-empt and minimise conflict
Results Think and Solve Problems	Adept	• 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 option • 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	Adept	• Assess work outcomes and identify and share learnings to inform future actions • Ensure that actions of self and others are focused on achieving organisational outcomes • Exercise delegations responsibly • Understand and apply high standards of financial probity with public monies and other resources • Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others • Conduct and report on quality control audits • Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks
Business Enablers Project Management	Adept	• Prepare clear project proposals and define scope and goals in measurable terms • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Prepare accurate estimates of costs and resources required for more complex projects • Communicate the project strategy and its expected benefits to others • Monitor the completion of project milestones against goals and initiate amendments where necessary • Evaluate progress and identify improvements to inform future projects