Role Description
Senior Advisor Wellbeing and Safety

Cluster	NSW Parliament
Agency	Department of Parliamentary Services
Division/Branch/Unit	Corporate Services/People, Property & Security
Role number	5000
Classification/Grade/Band	Clerk Grade 7/8
ANZSCO Code	TBA
PCAT Code	TBA
Date of Approval	December 2022
Agency Website	www.parliament.nsw.gov.au

Agency overview

Administratively, the Parliament comprises three main Departments: the Department of Parliamentary Services (DPS); Department of the Legislative Council (LC); and the Department of the Legislative Assembly (LA). The Chief Executive is the head of the Department of Parliamentary Services, the Clerk of the Legislative Council and Clerk of the Legislative Assembly are the heads of their respective House Departments. These House Departments are responsible for providing procedural advice to the Council and Assembly, and their respective members, on parliamentary proceedings in each House and their Committees, undertaking protocol functions, providing corporate and executive support, House specific administrative/research services and generating content/engagement strategies relating to the activities of the House and its committees.

DPS is responsible for providing corporate and other common services across the Parliament as a whole. It comprises the following Divisions; Parliament Services and Corporate Services, and two project Branches; Digital Transformation and Capital Works Strategy Delivery.

The Parliament Services Division comprises administrative and support services specific to the institution of Parliament. This includes the Hansard, Library and Research Branch, the Communications, Engagement and Education branch and the Parliamentary Catering Unit.

The Corporate Services Division comprises of the corporate functions that provide services to all staff and Members across Parliament House. This includes: the Financial Services & Governance Branch; People, Property & Security Branch; and the IT Services Unit.

The Parliament's ultimate governance body includes the Presiding Officers and the Chief Executive, DPS and the Clerks of the Legislative Council and Legislative Assembly, supported by a contemporary governance framework.

Primary purpose of the role

This role supports the Manager Wellbeing and Safety in identifying and implementing opportunities for increasing wellbeing outcomes across the Parliament, as well as assist with complex work health and safety matters and recover at work processes.

The role will assist in the development of a strategic wellbeing program for a diverse workforce, and play a key part in driving a positive workforce wellbeing culture, whereby staff feel safe, invested in and valued. The role will assist in the promotion of a workplace free from harmful behaviours and will also help in identifying issues causing and associated with burnout, or factors that contribute negatively to wellbeing, performance and retention. The role will partner with external providers such as Parliament's employee assistance and fitness providers to help assist these aims.

Key accountabilities

- Develop and implement strategies and programs to promote and strengthen a positive workplace culture across diverse work groups
- Facilitate discussions with the various stakeholder groups to ascertain what effective wellbeing strategy looks like in the Parliament of NSW
- Provide ongoing coaching, advice and assistance regarding employee wellbeing and safety programs, policies and procedures
- Ensure employees and people leaders understand and are able to effectively implement employee wellbeing and safety standards
- Improve the people leader and employee experience of systems and frameworks
- Provide day-to-day advice to the Parliament on the management of employee wellbeing and safety,
- Provide reporting and analysis of employee wellbeing and safety data.

Key challenges

- Parliament is a unique workplace with disparate challenges through diverse workgroups. The Senior Advisor Wellbeing and Safety will be required to display tactful approaches to their role while being conscious of the Parliamentary environment.
- The Senior Advisor Wellbeing and Safety will be working to effect positive change in a traditional organisation; and
- The Senior Advisor Wellbeing and Safety will need to be able to work autonomously within in a small team, supported by the Manager Wellbeing and Safety, while being able to manage competing priorities and deadlines.

Key relationships

Who	Why
Internal	
Presiding Officers / House Department Clerks and Executives	- Develop collaborative relationships and provide advice to influence decisions, support initiatives and promote collaboration across Parliament - Collaborate and maintain open relationships to expedite responses and information transfer

Who	Why
Managers and Leaders	• Build relationships and engage regularly to understand priorities, identify issues and develop solutions
Manager Wellbeing and Safety	• Key relationship manager, report to, receive advice and guidance, clarify instructions and report on progress against work plans as required • Provide support to achieve operational priorities, exchange information and contribute to decision-making • Escalate discuss issues and propose solutions
Other managers in the People & Capability and Workplace Support teams	• Work collaboratively to achieve holistic people outcomes
Senior Executive and counterparts	• Through the Manager Wellbeing and Safety provide advice to respond and deliver against emerging business priorities and wider Departmental initiatives
Division/Branch Leadership Team	• Collaborate and build effective relationships • Provide advice and influence decision making processes • Respond to requests for information or assistance and escalate sensitive issues
Work Team	• Work collaboratively to achieve team outcomes • Strive for operational effectiveness and human centred customer service.
External	
Public sector agencies/training and accreditation organisations/consultants and suppliers	• Establish collaborative relationships and partnerships • Establish effective networks to enable performance benchmarking, monitor industry trends, maintain currency, and collaborate on common responses to emerging and future issues

Role dimensions

Decision making

The role operates within a small team, and with autonomy of day to day tasks and is expected to implement key operational objectives within the limits of delegated authority. The role supports the Manager Wellbeing and Safety who is accountable for the delivery of Wellbeing and Safety programs. The role is accountable for the quality, integrity and validity of the service and support provided.

The role defers to the Manager Wellbeing and Safety on issues that have a significant strategic importance, or have a political impact.

Reporting line

The role reports to the Manager Wellbeing and Support.

Direct reports

Nil.

Nil.

Key knowledge and experience

- Contemporary knowledge of building and maintaining best practice organisational wellbeing and safety initiatives and outcomes
- Demonstrated experience developing and implementing organisational development initiatives associated with wellbeing and safety, employee engagement, and inclusion
- Demonstrated ability to handle highly confidential information effectively and provide impartial advice demonstrating sound judgment, tact and discretion
- Excellent computer literacy skills, together with experience using Windows based software packages as well as the capacity to develop knowledge of Parliament's Work Health and Safety management systems.

Essential requirements

- Relevant tertiary qualifications in work health and safety, human resources, business management or demonstrated relevant industry experience

Capabilities for the role

The [NSW public sector 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

Capability group/sets	Capability name	Behavioural indicators	Level
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**
Personal Attributes	**Value Diversity and Inclusion** Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	• Encourage and include diverse perspectives in the development of policies and strategies • Take advantage of diverse views and perspectives to develop new approaches to delivering outcomes • Build and monitor a workplace culture that enables diversity and fair and inclusive practices • Implement practices and systems to ensure that individuals can participate to their fullest ability • Recognise the value of individual differences to support broader organisational strategies • Address non-inclusive behaviours, practices and attitudes within the organisation • Champion the business benefits generated by workforce diversity and inclusive practices	**Adept**
Relationships	**Work Collaboratively** Collaborate with others and value their contribution	• Build a supportive and cooperative team environment • Share information and learning across teams • Acknowledge outcomes that were achieved by effective collaboration • Engage other teams and units to share information and jointly solve issues and problems • Support others in challenging situations • Use collaboration tools, including digital technologies, to work with others	**Adept**

	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	• Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes • Make sure staff understand expected goals and acknowledge staff success in achieving these • Identify resource needs and ensure goals are achieved within set budgets and deadlines • Use business data to evaluate outcomes and inform continuous improvement • Identify priorities that need to change and ensure the allocation of resources meets new business needs • Ensure that the financial implications of changed priorities are explicit and budgeted for	**Intermediate**
	Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances	• Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work • Initiate, prioritise, consult on and develop team and unit goals, strategies and plans • Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses • Ensure current work plans and activities support and are consistent with organisational change initiatives • Evaluate outcomes and adjust future plans accordingly	**Adept**
	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	**Intermediate**

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.

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	Intermediate
Personal Attributes	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Adept
Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Adept
Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
Results	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Adept
Results	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Adept
Business Enablers	Project Management	Understand and apply effective planning, coordination and control methods	Adept
People Management	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Intermediate

Occupational Specific Complimentary Capabilities

Capability group/sets	Capability name	Description	Level
Human Resources	Organisational culture	Identify, assess and encourage workplace values and behaviours to foster an engaged, inclusive and high performing workforce	Level 2
Human Resources	Workforce Relations	Develop and deliver effective workplace practices aligned with organisational objectives and regulatory and legislative requirements	Level 2

	Workforce insights	Establish and maintain workforce management systems, data and analysis to support evidence-based decision making	Level 2