

# Role Description

## Work, Health and Safety Officer



Cluster	Justice
Agency	NSW Police Force
Command/Business Unit	Human Resources Command Workforce Safety
Location	Sydney Police Centre (SPC), Surry Hills
Classification/Grade/Band	Clerk 5-6
ANZSCO Code	251312
PCAT Code	1124592
NSWPF Role Number	
Date of Approval	03/08/2016
Agency Website	<a href="http://www.police.nsw.gov.au">www.police.nsw.gov.au</a>

### Agency overview

The NSW Police Force (NSWPF) vision is for a *Safe and Secure New South Wales*, which is achieved by police working with the community to reduce violence, crime and fear.

It is one of the largest police forces in the western world, with more than 20,000 NSW Police Force employees, including more than 16,000 sworn officers providing a range of law and order services 24 hours a day, seven days a week to the socially, geographically and culturally diverse community of NSW.

The organisation has three function lines, based across a number of locations. Field Operations provide frontline services directly to the community. Specialist Operations provides specialist and technical services, forensic services and counter-terrorism. The third function line, Corporate Services, provides business support services such as technology and communication, education and training and corporate human resources functions.

The NSWPF *Statement of Values* and *Code of Conduct & Ethics* outlines appropriate behaviour for all NSW Police Force staff. All employees of NSWPF are expected to ensure ethics are incorporated into all aspects of their work making ethical behaviour, practices and decision making a part of daily routine. This further extends to ensuring confidentiality and information security is maintained at all times.

Work, Health and Safety legislation requires all employees to have specific responsibilities. This role is responsible for following all NSWPF health and safety policies, and taking all reasonable care that their actions or omissions do not impact on the health and safety of others.

### Primary purpose of the role

The Work, Health and Safety (WHS) Officer supports Human Resources service delivery by providing advice, assistance and support to commands/business units, WHS Coordinators and workers on WHS issues, legislation and best practice.

### Key accountabilities

- Conduct auditing of NSWPF safety management systems and prepare documentation on findings and identified areas of risk or non compliance.

- Provide consultation services on WHS issues to internal and external stakeholders including Officers as defined by WHS legislation.
- Provide advice and support to commands in the implementation of safe work practices which comply with the key principles of organisational safety management systems and promote risk management strategies.
- Undertake WHS risk based activities such as risk assessments and risk profiling for commands and business units.
- Contribute to the development of organisational WHS projects, policies and procedures.
- Create and maintain records management systems and general reports utilising electronic systems.
- Conduct WHS training for staff across NSW Police Force.
- Conduct and provide assistance on WHS incident investigations, including technical advice on the electronic incident reporting process.

## Key challenges

- Working cooperatively with stakeholders to build and maintain solid and productive working relationships and partnerships to deliver best practice in WHS.
- Providing effective customer service while managing competing work priorities including complex issues and urgent timeframes.
- Maintaining knowledge and understanding of relevant legislation, policies, procedures and best practice.

## Key relationships

Who	Why
<b>Internal</b>	
Manager	<ul style="list-style-type: none"> <li>• Information exchange to inform decision making</li> <li>• Identify emerging issues/risks and their implications and propose solutions</li> <li>• Escalates issues, keep informed, advise and receive instructions</li> </ul>
Work Team	<ul style="list-style-type: none"> <li>• Support team and work collaboratively to contribute to delivery of business outcomes</li> <li>• Participate in meetings to represent work group perspective and share information</li> <li>• Information exchange</li> </ul>
Clients/Customers	<ul style="list-style-type: none"> <li>• Respond to enquiries where possible and escalate where necessary</li> <li>• Provides advice to enable correct outcomes/resolutions</li> <li>• Information exchange</li> </ul>
<b>External</b>	
Clients/Customers	<ul style="list-style-type: none"> <li>• Respond to enquiries where possible and escalate where necessary</li> <li>• Information exchange</li> </ul>

## Role dimensions

### Decision making

This role has autonomy to make decisions regarding the prioritisation of their workload in consultation with the coordinator and manager.

## Reporting line

- General Manager – WHS & Strategy – Inspector
- Manager – WHS Coordination - Clerk 9-10

## Direct reports

Nil

## Budget/Expenditure

Nil

## Essential requirements





- Obtain and maintain the requisite security clearances for this position.

## 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	<b>Display Resilience and Courage</b>	<b>Intermediate</b>
	Act with Integrity	Foundational
	<b>Manage Self</b>	<b>Intermediate</b>
	Value Diversity	Foundational
 Relationships	<b>Communicate Effectively</b>	<b>Adept</b>
	<b>Commit to Customer Service</b>	<b>Adept</b>
	Work Collaboratively	Intermediate
	<b>Influence and Negotiate</b>	<b>Intermediate</b>
 Results	Deliver Results	Foundational
	Plan and Prioritise	Intermediate
	<b>Think and Solve Problems</b>	<b>Intermediate</b>
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	<b>Project Management</b>	<b>Intermediate</b>

## 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> Display Resilience and Courage	Intermediate	<ul style="list-style-type: none"> <li>Be flexible and adaptable and respond quickly when situations change</li> <li>Offer own opinion and raise challenging issues</li> <li>Listen when ideas are challenged and respond in a reasonable way</li> <li>Work through challenges</li> <li>Stay calm and focused in the face of challenging situations</li> </ul>
<b>Personal Attributes</b> Manage Self	Intermediate	<ul style="list-style-type: none"> <li>Adapt existing skills to new situations</li> <li>Show commitment to achieving work goals</li> <li>Show awareness of own strengths and areas for growth and develop and apply new skills</li> <li>Seek feedback from colleagues and stakeholders</li> <li>Maintain own motivation when tasks become difficult</li> </ul>
<b>Relationships</b> Communicate Effectively	Adept	<ul style="list-style-type: none"> <li>Tailor communication to the audience</li> <li>Clearly explain complex concepts and arguments to individuals and groups</li> <li>Monitor own and others' non-verbal cues and adapt where necessary</li> <li>Create opportunities for others to be heard</li> <li>Actively listen to others and clarify own understanding</li> <li>Write fluently in a range of styles and formats</li> </ul>
<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	Intermediate	<ul style="list-style-type: none"> <li>Utilise facts, knowledge and experience to support recommendations</li> <li>Work towards positive and mutually satisfactory outcomes</li> <li>Identify and resolve issues in discussion with other staff and stakeholders</li> <li>Identify others' concerns and expectations</li> <li>Respond constructively to conflict and disagreements</li> <li>Keep discussion focused on the key issues</li> </ul>
<b>Results</b> Think and Solve	Intermediate	<ul style="list-style-type: none"> <li>Research and analyse information and make recommendations based on relevant evidence</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Problems		<ul style="list-style-type: none"> <li>Identify issues that may hinder completion of tasks and find appropriate solutions</li> <li>Be willing to seek out input from others and share own ideas to achieve best outcomes</li> <li>Identify ways to improve systems or processes which are used by the team/unit</li> </ul>
<b>Business Enablers</b> Project Management	Intermediate	<ul style="list-style-type: none"> <li>Perform basic research and analysis which others will use to inform project directions</li> <li>Understand project goals, steps to be undertaken and expected outcomes</li> <li>Prepare accurate documentation to support cost or resource estimates</li> <li>Participate and contribute to reviews of progress, outcomes and future improvements</li> <li>Identify and escalate any possible variance from project plans</li> </ul>

## Version Control

Version	Summary of Changes	Date
V1.0	Position Description translated into Role Description template	03.08.2016

## Roles attached

Position Number	Region	Position Number	Region	Position Number	Region	Position Number	Region
50448103	HR - WFM						