



### Workplace Safety Coordinator

Cluster	Planning and Environment
Agency	Museum of Applied Arts and Sciences
Division/Branch/Unit	Corporate Resources/Facilities & Asset Management/Security
Location	All MAAS sites
Classification/Grade/Band	Clerk Grade 7/8
Role Number	50037535
ANZSCO Code	251312
PCAT Code	3224592
Date of Approval	March 2022
Agency Website	<a href="https://powerhouse.com.au">https://powerhouse.com.au</a>

#### Agency overview

The Museum of Applied Arts and Sciences (MAAS) is an executive agency of the New South Wales State Government. Embodying the best of design ingenuity and innovation, the Museum profiles one of the world's great collections and is a highly successful interdisciplinary institution that sits at the intersection of the arts, design, science and technology and plays a critical role in supporting the brand and vision of the city.

Access to the Museum's exceptional collection is a cornerstone of the vision, opening up opportunities for engagement, participation and research. Deepening audience engagement, bringing the collections to life through hands on experiences and offering a variety of pathways through ideas and information is key to the delivery of our programs for people of all ages.

MAAS currently operates three sites, the Powerhouse Museum in Ultimo, Sydney Observatory in Millers Point and Museums Discovery Centre in Castle Hill. In April 2018, the NSW Government announced the largest investment in museum infrastructure in Australia's history, which will enable MAAS to expand its operations, and will ensure the Museum and its collection remain a critical part of our local and global communities for centuries to come.

A new, world-class flagship MAAS campus will be built in Parramatta, opening in 2023, and the Museums Discovery Centre will be expanded by 35%. Further planning is also underway for cultural spaces at Ultimo, which include a MAAS-led design and fashion museum.

#### Primary purpose of the role

The Workplace Health and Safety Coordinator manages the Museum's Work Health and Safety (WHS) exposure proactively to ensure that risks are minimised. The position acts as the Museum's expert adviser to develop, implement and oversight WHS policies, programs and strategies to ensure a safe working environment, minimise lost time and accidents and comply with legislative requirements. This includes

managing injury management and rehabilitation programs. The position is also the key adviser working in partnership with managers to promote workplace health and safety for staff and visitors of the Museum.

## **Key accountabilities**

1. Manage the framework for the Museum's WHS strategy, programs, and risk management policies, including information management and reporting, identification, assessment, and control of risks and hazardous events.
2. Provide expert advice and support to management and staff, enabling them to minimise health and safety risks, accidents, and associated costs; incorporating coordination and management activities, ensuring legislative compliance for WHS, Workers Compensation Management, Return to Work functions, and related insurers.
3. Coordinate WHS risk management strategies (according to WHS Act 2011 and WHS Regulation 2017) to ensure currency and compliance by developing, promoting, and evaluating WHS & risk management policies, programs and procedures and carry out annual reviews.
4. Develop, implement, and monitor WHS programs (e.g., Permit to Work), including consultative arrangements to maintain a high standard of health and safety for staff and visitors, as well as design and delivery of training and education programs.
5. Collect, review, and monitor information and trends on accidents and hazards, conduct inspections and consult with management, staff, WHS Committees, Risk Management Committees and unions to identify WHS issues and establish priorities for action.
6. Actively manage rehabilitation (injury management) activities to reduce workers compensation exposure and supports Managers to coordinate and ensure injured workers return to work as quickly as possible.
7. Conduct inspections and provide advice to Museum staff and contractors in the design of exhibitions, building/work sites, and other projects, including selection of equipment, tools, and materials that are hazard free to ensure compliance with legislation.
8. Develop and manage program of regular audits and inspections (including those necessary for safe working from home) to maintain satisfactory standards and staff awareness of WHS, including the instigation of health screening to meet periodical or pre-employment requirements, and assessment of the health impacts of specific workplace hazards.
9. Assist with management and operation of the Visitor/Contractor management and induction system, including training of new users.
10. Coordinate monthly WHS Committee meetings in line with the Museum's Duty of Care under Section 19 of the WHS Act.
11. Advise on workplace training requirements and assisting departments coordinate training to equip employees with the knowledge, skills, and competencies needed to perform their jobs effectively and safely.
12. Provide WHS reports and statistical data to the MAAS board of Trustees, Executive and FARM committee bimonthly or as required.

## **Key challenges**

- Promoting ownership and accountability of WHS at the local level to reduce frequency, significance and cost of work-related accidents/conditions and non-compliance with legislation. Managing WHS in an environment of financial restraint and ensuring that legislative requirements are not compromised, and the Museum is not placed at risk.

- Anticipating and responding to WHS issues that may occur with new technology, systems and work practices. The occupant will need to maintain up to date knowledge of business strategy, future directions, and proposed reforms in advance. The position will have both a strategic and operational focus that will require balancing both these aspects to identify, prioritise and manage the large, complex and diverse range of issues in an environment of limited budget/resources.
- Keeping up to date with contemporary WHS legislation, practices and reforms and benchmark with other jurisdictions/organisations to promote the Museum as a leader in WHS.

## Key relationships

Who	Why
<b>Internal</b>	
<ul style="list-style-type: none"> <li>• Executive (Director and Divisional Heads) and departmental/section managers</li> </ul>	<p>To discuss consult and inform on WHS legislation and priorities and promote accountability of WHS at all levels.</p> <p>To provide information and advice</p>
<ul style="list-style-type: none"> <li>• Injured team</li> </ul>	To discuss development and implementation of strategy, policy, programs, budget requirements, health assessments, training and development, workers compensation matters and home based work arrangements.
<ul style="list-style-type: none"> <li>• Human Resources Team</li> </ul>	To provide advice, information and training on a range of WHS issues.
<ul style="list-style-type: none"> <li>• Manager/HR Line management and staff</li> </ul>	To consult, discuss priority issues and determine actions to promote health and safety as a shared responsibility across the Museum
<ul style="list-style-type: none"> <li>• WHS Committees</li> </ul>	
<b>External</b>	
<ul style="list-style-type: none"> <li>• NSW Treasury Managed Fund staff and the Museum Insurer</li> </ul>	<p>In the course of managing injuries and workers compensation claims.</p> <p>In relation to various health and safety, rehabilitation, workers compensation and related legal matters.</p>
<ul style="list-style-type: none"> <li>• Solicitors, medical practitioners, rehabilitation providers and other professional service providers</li> </ul>	

## Role dimensions

### Decision making

- As the expert WHS advisor, the occupant of this position will have a critical role in driving and influencing decisions relating to all aspects of WHS in a complex, diversified and dynamic environment.
- The WHS Coordinator will work closely with the executive, senior managers, the union and other senior managers to develop a corporate WHS strategy and will be expected to decide priorities following consultation and analysis of legislative and business requirement.
- From time to time, this position will make decisions relating to WHS matters without reference to more senior staff. This includes working collaboratively with external providers, medical profession, managers

and staff to determine/recommend injury management decisions with occasional referral to external experts for advice.

- This position will be involved in making decisions on a broad range of HR related programs, services, policies and strategies that have organisational wide impacts.

### Reporting line

Security Safety and Environment Manager

### Direct reports

Nil.

### Budget/Expenditure

\$7,500 as per MAAS Delegations Instrument

### Essential requirements

- Extensive experience and demonstrated skills in the development and implementation of WHS, workers compensation, injury management and risk assessment programs, policies and systems.
- Comprehensive knowledge and understanding of WHS Act 2011 (NSW), WHS Regulation 2017 (NSW), workers compensation and injury management guidelines and relevant legislation, rehabilitation processes and procedures.
- Current NSW accreditation as a Rehabilitation Co-coordinator and experience in successfully managing return to work programs.
- A thorough knowledge of the principles and practices of rehabilitation, workplace ergonomics and adult training.
- High-level consultation, problem solving, negotiation and communication skills. Well-developed information collection, analytical and research skills. Proven skills in policy development and implementations, report writing and correspondence skills.
- Relevant tertiary qualifications in Work Health & Safety; Certificate IV in Train

### 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)

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

### 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>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Relationships</b> Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>• Encourage a culture of recognising the value of collaboration</li> <li>• Build co-operation and overcome barriers to information sharing and communication across teams/units</li> <li>• Share lessons learned across teams/units</li> <li>• Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work</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> 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 option</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>
<b>Business Enablers</b> Technology	Adept	<ul style="list-style-type: none"> <li>• Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks</li> <li>• Identify opportunities to use a broad range of communications technologies to deliver effective messages</li> <li>• Understand, act on and monitor compliance with information and communications security and use policies</li> <li>• Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business</li> <li>• Support compliance with the records, information and knowledge management requirements of the organisation</li> </ul>