Role Description
Senior Risk Analyst

Cluster	Stronger Communities
Department/Agency	NSW State Emergency Service
Division/Branch/Unit	People & Development
Location	Wollongong
Classification/Grade/Band	Clerk Grade 9/10
Kind of Employment	Ongoing
ANZSCO Code	139999
Role Number	52016320
PCAT Code	1124592
Date of Approval	October 2019
Agency Website	www.ses.nsw.gov.au

Agency overview

Our Mission: NSW SES saving lives and protecting communities.

Our Vision: Be the best volunteer emergency service agency in Australia.

The NSW State Emergency Service (NSW SES) is an emergency and rescue service made up almost entirely of volunteers and supported by a small staff contingent. NSW SES is a key influencer of other emergency service agencies and works closely with these partners to modernise and grow volunteering to save lives and protect communities

While major responsibilities are for flood, storm operations and tsunamis, the NSW SES also provides the majority of general rescue effort in the rural parts of the state. This includes road accident rescue, vertical rescue, bush search and rescue, evidence searches (both metropolitan and rural), other forms of specialist rescue that may be required due to local threats, Urban Search and Rescue and Community First Response.

Primary Purpose of the role

The Senior Risk Analyst is responsible for supporting the Senior Manager Work Health & Safety in the development and implementation of safety risk frameworks, policies and processes to drive a proactive and consistent risk management culture across the organisation. The role is also responsible for managing the delivery of WHS risk indicators

including the execution of thematic analysis to review risk and incident data to assess control effectiveness across the organisation.

Key accountabilities

- Manage the development, monitoring and reporting of WHS risk indicators including the conducting of thematic analysis based on research and industry best practice to proactively identify safety risk across the organisation, including new and emerging risks, and facilitate effective decision making

- Review WHS risk and incident data and continuously review risk controls to ensure controls are effective and minimise safety risks across the organisation.

- Manage the development and implementation of a safety risk register aligned to the enterprise risk management framework to support proactive identification of risks and effective risk management strategies

- Provide high level WHS risk advice to stakeholders on projects and organisational initiatives including supporting the identification and effective management of risk and promoting forward risk planning

- Develop, monitor, review and report on WHS risk assessments and provide guidance and support to stakeholders in managing risk effectively to drive high quality outcomes and ensure actions are appropriate for identified risks

- Provide WHS risk management training and coaching to staff to proactively drive the risk management culture, develop organisational capability and ensure staff implement best practice approaches

- Support the development of risk management tools, policies, processes and procedures incorporating changes to legislation to ensure organisational approach to risk management remains current.

Key challenges

- Building productive relationships with stakeholders and enhancing understanding of WHS risk management as a business enabler to drive high quality outcomes
- Driving ownership of WHS risk management compliance and control obligations with stakeholders to support the risk management cultural change agenda
- Promoting the inclusion of safety risk management approaches in strategic planning to support accountability and the adoption of a consistent approach across the organisation.

Key relationships

Who	Why
Internal	
Senior Manager Work Health & Safety	• Provide updates on progress and identify key issues • Escalate complex issues and receive guidance and advice
Direct Reports	• Provide guidance and support •
Stakeholders	• Provide information and advice on WHS risk matters to support the adoption of effective risk management strategies • Review WHS risk assessments and provide feedback and support to achieve high quality outcomes
WHS Reporting Team	• Liaise in relation to reporting activities • Provide key information and advice
WHS Branch Staff	• Collaborate on WHS related issues and provide advice on WHS risk management to inform WHS programs
External	
Other Government Departments and Agencies	• Establish collaborative relationships to ensure sector wide alignment in risk management approaches.

Role dimensions

Decision making

The Senior Risk Analyst is responsible for managing the delivery of WHS risk indicators including thematic analysis and reviewing risk and incident data. The role consults with the Senior Manager WHS to identify priorities and is responsible for ensuring high quality outcomes within established priorities. The role is expected to exercise independent judgment in the implementation and delivery of approaches and practices and is fully accountable for the quality and integrity of advice provided.

The role defers to the Senior Manager WHS on complex issues of a technical, legislative or sensitive nature or decisions that will substantially alter the outcome or timeframes, major issues or conflicts arising in the course duties or matters requiring a higher delegated authority including approval for expenditure or sensitive issues.

Reporting line

Senior Manager Work Health & Safety

Direct reports

This role has two direct reports: Safety Health & Wellbeing Officer x 2

Budget/Expenditure

Nil

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Essential requirements

- Tertiary qualifications in risk and work health safety
- Demonstrated experience in managing risk and WHS in a complex matrix organization for high risk projects
- Thorough knowledge of AIIMS principles and processes, and/or willingness to obtain competence within 12 months

You may be required to participate in activities to support the agency during operational or emergency responses at NSW SES locations in the state, where the requirements are within the scope of your skills, knowledge and capabilities. You may also be required to participate in an on-call roster.
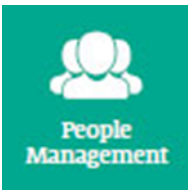
Capabilities for the role

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 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	Intermediate
	Manage Self	**Adept**
	Value Diversity	Intermediate
Relationships	**Communicate Effectively**	**Adept**
	Commit to Customer Service	Adept
	Work Collaboratively	**Adept**
	Influence and Negotiate	Adept
Results	**Deliver Results**	**Adept**
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	**Advanced**

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NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	**Advanced**
People Management	**Manage and Develop People**	**Adept**
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	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
Personal Attributes Display Resilience and Courage	Adept	• Be flexible, show initiative and respond quickly when situations change • Give frank and honest feedback/advice • Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively • Raise and work through challenging issues and seek alternatives • Keep control of own emotions and stay calm under pressure and in challenging situations
Personal Attributes Manage Self	Adept	• 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 a high level of personal motivation
Relationships Communicate Effectively	Adept	• Tailor communication to the audience • Clearly explain complex concepts and arguments to individuals and groups • Monitor own and others' non-verbal cues and adapt where necessary • Create opportunities for others to be heard • Actively listen to others and clarify own understanding

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Group and Capability	Level	Behavioural Indicators
		• Write fluently in a range of styles and formats
Relationships Work Collaboratively	Adept	• Encourage a culture of recognising the value of collaboration • Build co-operation and overcome barriers to information sharing and communication across teams/units • Share lessons learned across teams/units • Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work
Results Deliver Results	Adept	• Take responsibility for delivering on intended outcomes • Make sure team/unit staff understand expected goals and acknowledge success • Identify resource needs and ensure goals are achieved within budget and deadlines • Identify changed priorities and ensure allocation of resources meets new business needs • Ensure financial implications of changed priorities are explicit and budgeted for • Use own expertise and seek others' expertise to achieve work outcomes
Results Demonstrate Accountability	Advanced	• 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	• 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 • Manage transitions between project stages and ensure that changes are consistent with organisational goals
People Management Manage and Develop People	Adept	• Define and clearly communicate roles and responsibilities to achieve team/unit outcomes • Negotiate clear performance standards and monitor progress • Develop team/unit plans that take into account team capability, strengths and opportunities for development • Provide regular constructive feedback to build on strengths and achieve results

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NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
		• Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way • Monitor and report on performance of team in line with established performance development frameworks

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