

Role Description

Senior Mine Safety Officer



Regional
NSW

Cluster	Regional NSW
Agency	Department of Regional NSW
Division/Branch/Unit	Resources Regulator / Mine Safety Inspectorate
Location	Various
Role number	Generic
Classification/Grade/Band	Inspector Grade 2
ANZSCO Code	139999
PCAT Code	1137215
Date of Approval	30 June 2020
Agency Website	www.resourcesregulator.nsw.gov.au

Agency overview

The Department of Regional NSW (DRNSW) was formed in 2020 as a central agency for regional issues. The Department is responsible for building resilient regional economies and communities, strengthening primary industries, managing the use of regional land, overseeing the state's mineral and mining resources and ensuring that government investment into regional NSW is fair and delivers positive outcomes for local communities and businesses.

Resource management is a key issue for regional communities which is why the NSW Resources Regulator is part of DRNSW. The Regulator is the State's work health and safety regulator for mines and petroleum sites and undertakes compliance and enforcement activities in relation to the *Mining Act 1992*, with a key focus on mine rehabilitation activities.

The Regulator was established on 1 July 2016 as a standalone regulator with the purpose of increasing industry and community confidence in the regulation of the mining industry through a consistent, transparent and responsive regulatory approach. Our vision is a safe and responsible mining, extractive and petroleum industry. Our mission is to enable and support industry to understand and fulfil its obligations.

Primary purpose of the role

Exercise statutory and administrative responsibilities as an appointed government official to improve the health and safety performance at mines.

The focus of the role is to verify that effective risk management and incident prevention strategies are implemented in the NSW mining industry through site inspections, assessments, investigation of incidents and complaints, application of compliance powers, consultation and education.

Key accountabilities

- Assess, monitor, and review individual mine operator's health and safety management systems to ensure regulatory compliance and that satisfactory standards are adopted and implemented.
- Carry out announced and unannounced inspections and assessment activities at mine sites,

including inspections on weekends and back shifts; prepare and record assessment and inspection reports and inform mine operators of their compliance status in writing.

- Consult with mine operators to ensure corrective actions are addressed in a timely manner and assist these operators in scheduling improvement actions to ensure the health and safety of persons at their operations.
- Provide technical expertise and advice to high-risk activity notifications, exemptions and other technical matters.
- Investigate incidents and complaints, to review circumstances and determine causal factors and make recommendations to prevent recurrence. This includes responding to incidents and emergency situations outside of normal business hours, on a rostered basis.
- Carry out enforcement activities to ensure mine operations comply with health and safety legislation. This includes issuing written advice, improvement and prohibition notices and where necessary, preparing evidence for potential legal proceedings and producing investigation reports.
- Triage and process written and verbal incident notifications in the Resources Regulators compliance enforcement system to ensure a timely, effective and appropriately escalated response.
- Participate in targeted health and safety campaigns, workshops, working groups or committees, industry forums and community meetings to provide specialist knowledge and promote the Resources Regulators business plans and strategies. This includes participation in the development of standards and guidelines for the industry.

Key challenges

- Negotiating with and influencing mine operators who may have a limited understanding of their legal obligations, or who may be concerned at the possible implications of compliance action.
- Gaining the confidence of mine operators and workers, through the development of cooperative and open relationships.
- Maintaining the necessary levels of knowledge in best practice, given the variety of legislative requirements and rapid changes in technology and anticipating the health and safety issues arising from new technology.

Key relationships

Who	Why
Internal	
Deputy Chief Inspector/Principal Inspector	<ul style="list-style-type: none"> • Seek direction and provide advice and report on business, operational and compliance issues
Mine Inspector and other Resources Regulator staff	<ul style="list-style-type: none"> • Deliver information and seek advice on operational matters, compliance issues and the provision of advice to external parties
External	
Mine Operators including management and worker representatives (ISHR's, SHR's and HSR's)	<ul style="list-style-type: none"> • Gather information for the purpose of improving health and safety and ensuring compliance with the relevant legislation • Providing advice and support to deal with operational matters
Industry suppliers, designers and manufacturers	<ul style="list-style-type: none"> • Ensure that plant and substances are safe and without risks to health and safety when properly used

Role dimensions

Decision making

- This role has some autonomy in relation to enforcement actions and makes independent decisions relating to regulatory compliance and negotiations with mine operators on timetables for compliance.
- The position holder is guided in their decision making by experience in mine health and safety management systems, legislation, Codes of Practice, and applicable Resources Regulator policies and procedures.
- This role consults with the Principal Inspector when prioritising assessment and compliance activities and any matters having a potential impact on the work health and safety of persons at a workplace.
- The position holder provides advice to operators regarding the results of assessments, safe operating practices and strategies to improve health and safety at the workplace.

Reporting line

This role reports to the Deputy Chief Inspector or Principal Inspector.

Direct reports

The role supervises up to three direct reports.

Budget/Expenditure

Nil

Key knowledge and experience

Sound knowledge of:

- Mining and/or work health and safety related legislation
- Technology, systems and practices applied in mining
- Auditing methodologies

Essential requirements

- Must be able to work on weekends and backshifts and respond to incidents out of normal business hours on a rostered basis.
- Hold and maintain a current Class C driver licence.
- Compliance with the Resources Regulator [Integrity Clearance](#) policy is **mandatory**, and a **condition of engagement** for staff engaged after 3 December 2019.
- Compliance with the Resources Regulator [Pecuniary Interests in the Regulated Sector](#) policy is **mandatory**.
- Appointment and ongoing assignment is subject to the satisfactory participation in ongoing health screening.

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.

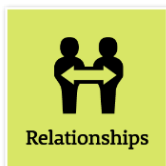
The capabilities are separated into **focus capabilities** and **complementary capabilities**.

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	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none">• Model the highest standards of ethical and professional behaviour and reinforce their use• Represent the organisation in an honest, ethical and professional way and set an example for others to follow• Promote a culture of integrity and professionalism within the organisation and in dealings external to government• Monitor ethical practices, standards and systems and reinforce their use• Act promptly on reported breaches of legislation, policies and guidelines	Advanced
	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none">• Act as a professional role model for colleagues, set high personal goals and take pride in their achievement• Actively seek, reflect and act on feedback on own performance• Translate negative feedback into an opportunity to improve• Take the initiative and act in a decisive way• Demonstrate a strong interest in new knowledge and emerging practices relevant to the organisation	Advanced

**Communicate Effectively**

Communicate clearly, actively listen to others, and respond with understanding and respect

- Present with credibility, engage diverse audiences and test levels of understanding
- Translate technical and complex information clearly and concisely for diverse audiences
- Create opportunities for others to contribute to discussion and debate
- Contribute to and promote information sharing across the organisation
- Manage complex communications that involve understanding and responding to multiple and divergent viewpoints
- Explore creative ways to engage diverse audiences and communicate information
- Adjust style and approach to optimise outcomes
- Write fluently and persuasively in plain English and in a range of styles and formats

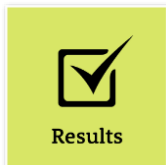
Advanced

Work Collaboratively

Collaborate with others and value their contribution

- Encourage a culture that recognises the value of collaboration
- Build cooperation and overcome barriers to information sharing and communication across teams and units
- Share lessons learned across teams and units
- Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work
- Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services

Adept

**Demonstrate Accountability**

Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines

- Assess work outcomes and identify and share learnings to inform future actions
- Ensure that own actions and those of 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 own and others' health and safety
- Conduct and report on quality control audits
- Identify risks to successfully achieving goals, and take appropriate steps to mitigate those risks

Adept

**Project Management**

Understand and apply effective planning, coordination and control methods

- Perform basic research and analysis to inform and support the achievement of project deliverables
- Contribute to developing project documentation and resource estimates
- Contribute to reviews of progress, outcomes and future improvements
- Identify and escalate possible variances from project plans

Intermediate



Manage and Develop People

Engage and motivate staff, and develop capability and potential in others

- Collaborate to set clear performance standards and deadlines in line with established performance development frameworks
- Look for ways to develop team capability and recognise and develop individual potential
- Be constructive and build on strengths by giving timely and actionable feedback
- Identify and act on opportunities to provide coaching and mentoring
- Recognise performance issues that need to be addressed and work towards resolving issues
- Effectively support and manage team members who are working flexibly and in various locations
- Create a safe environment where team members' diverse backgrounds and cultures are considered and respected
- Consider feedback on own management style and reflect on potential areas to improve

Intermediate

Manage Reform and Change

Support, promote and champion change, and assist others to engage with change






- Support teams in developing new ways of working and generating innovative ideas to approach challenges
- Actively promote change processes to staff and participate in communicating change initiatives across the organisation
- Provide guidance, coaching and direction to others who are managing uncertainty and change
- Engage staff in change processes and provide clear guidance, coaching and support
- Identify cultural barriers to change and implement strategies to address these

Adept

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.

COMPLEMENTARY CAPABILITIES			
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	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Adept
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Adept
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
 People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Intermediate
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Intermediate