

Role Description - Work Health and Safety Consultant



Education

Cluster/Agency	NSW Department of Education and Communities
Division/Branch/Unit	People and Culture, Health and Safety
Location	Parramatta
Classification/Grade/Band	Clerk 7/8
Senior Executive Work Level Standards	Work Contribution Stream: www.psc.nsw.gov.au/wls
Kind of Employment	Ongoing
ANZSCO Code	272499
Role Number	173371 and 173346
PCAT Code	1124544
Date of Approval	16 October 2019
Agency Website	www.dec.nsw.gov.au

Agency overview

The NSW Department of Education provides, funds and regulates education services for NSW students from early childhood to secondary school, delivering world-class education through its public schools and providing funding support to non-government schools. We employ, develop and support teachers, leaders and other staff to deliver the best outcomes for students and to advance the wellbeing of Aboriginal people.

Primary purpose of the role

The role is primarily responsible for managing and coordinating the implementation of safety initiatives and programs in conjunction with workplace managers to assist the Department meet its legislative responsibilities under Work Health and Safety legislation.

Key accountabilities

- Provide advice and information to workplace managers to support the implementation of departmental safety programs and initiatives to ensure compliance with both legislative requirements and work health and safety improvement targets.
- Analyse, review and recommend improvements to the Department's work health and safety risk management system to facilitate compliance with departmental objectives, relevant legislation, regulations/codes of practice and /or standards.
- Provide advice, information and resources to internal and external stakeholders concerning work health and safety matters to ensure duty of care and legislative requirements are met and ensure employees are informed of general health, wellbeing and staff welfare issues.
- Provide advice and assistance in risk management including hazard identification, risk assessment and controls and the implementation of safe systems of work in line with the Work Health and Safety Management Program and participate in the design, development and delivery of strategic work health and safety training on safety programs.
- Organise and plan workplace visits to support the implementation of the Department's safety management systems and to ensure compliance with legislation and the Department's policy and procedures.

- Lead and guide workplace manager in responding to all relevant matters including WorkCover notices and audit requirements and ensure all records are managed in line with departmental policy.
- Contribute to the review and development of work health and safety policies, procedures and work systems to ensure services and processes meet the needs of workplace managers and supervisors, to improve practice and meet compliance requirements.
- Monitor, analyse and provide reports on targets to management to assist in the development of injury prevention strategies and the development and implementation of effective premium reduction strategies.

Key challenges

- Managing competing demands by the various stakeholders and ensuring that high risk matters are assessed as a priority and in a timely manner to deliver a professional, consistent and reliable approach to customer service.
- Maintaining knowledge and understanding of all the current legislative developments pertaining to work health and safety matters.

Key relationships

Who	Why
Internal and External Customers	
	<ul style="list-style-type: none"> • Communicates specialist advice and provides guidance on complex matters requiring specialist knowledge and/or implementation expertise.
Team members and teams across Work Health and Safety Directorate	
	<ul style="list-style-type: none"> • Supports, encourages and mentors team members and colleagues to achieve team goals
Manager	
	<ul style="list-style-type: none"> • Provides regular status reports • Consults regarding the management of sensitive, high risk or business critical matters • Receives performance feedback
Learning Networks/Communities of Practice	
	<ul style="list-style-type: none"> • Actively participates in internal and/or external learning opportunities, briefing sessions, and workshops to keep up to date and to maintain specialist knowledge

Role dimensions

Decision making

The role acts independently in performing its core work functions and applies specialised knowledge, skills, and professional judgement to achieve outcomes. In matters that are sensitive, high risk or business critical, the role consults with the supervisor to agree on a suitable course of action.

Reporting line

Refer to the relevant business unit organisational chart.

Direct reports

The position has no direct reports.

Budget/Expenditure

The role has financial delegation in accordance with Departmental policy.

Essential requirements




- Current and valid driver's licence, and will need to travel overnight on occasion to Far West NSW
- Knowledge of and commitment to the Department's Aboriginal Education and Training policies.

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	Intermediate*
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Adept*
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept*
	Demonstrate Accountability	Intermediate

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
	Finance	Foundational
	Technology	Intermediate*
	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
Personal Attributes Display Resilience and Courage	Adept	<ul style="list-style-type: none"> 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
Relationships Commit to Customer Service	Adept	<ul style="list-style-type: none"> Take responsibility for delivering high quality customer-focused services Understand customer perspectives and ensure responsiveness to their needs Identify customer service needs and implement solutions Find opportunities to co-operate with internal and external parties to improve outcomes for customers Maintain relationships with key customers in area of expertise Connect and collaborate with relevant stakeholders within the community
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> Build a supportive and co-operative team environment Share information and learning across teams Acknowledge outcomes which were achieved by effective collaboration Engage other teams/units to share information and solve issues and problems jointly Support others in challenging situations
Results Deliver Results	Adept	<ul style="list-style-type: none"> 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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> 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 Think and Solve Problems	Adept	<ul style="list-style-type: none"> Research and analyse information, identify interrelationships and make recommendations based on relevant evidence Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness Identify and share business process improvements to enhance effectiveness
Business Enablers Technology	Intermediate	<ul style="list-style-type: none"> Apply computer applications that enable performance of more complex tasks Apply practical skills in the use of relevant technology Make effective use of records, information and knowledge management functions and systems Understand and comply with information and communications security and acceptable use policies Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies