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| **Portfolio** | **Primary Industries and Regional Development** |
| **Department** | **Department of Primary Industries and Regional Development** |
| **Group/Division/Branch** | **NSW Resources / Resources Regulator / Mine Safety Inspectorate** |
| **Location** | **Negotiable** |
| **Role number** | **TBD** |
| **Classification/Grade/Band** | **Inspector Grade 3** |
| **ANZSCO Code** | **139999** |
| **PCAT Code** | **1119192** |
| **Date of Approval** | **March 2024** |
| **Agency Website** | **www.dpird.nsw.gov.au** |

Agency overview

The Department of Primary Industries and Regional Development (DPIRD) is the department dedicated to growing primary industries and supporting regional economic development to deliver long term benefits to the state. Our focus is to protect, support and develop our primary industries, mining sector, and regions.

DPIRD brings together Agriculture; Biosecurity; Forestry and Fishing; Local Land Services; NSW Resources; Regional Development and Delivery; the Regional Growth NSW Development Corporation; NSW Public Works and Soil Conservation Service.

We have nearly 5,000 employees, with almost 80 per cent of us living and working in regional NSW.

NSW Resources sets strategic policy for the state’s mineral and energy resources, gathers, analyses and disseminates geoscientific information, and assesses and determines applications for mineral and petroleum titles for exploration activities and extractive uses.

NSW Resources is committed to delivering strong and quality outcomes, with the vision of our minerals and petroleum resources generating prosperity for the people of NSW.

Primary purpose of the role

Lead a team of health and hygiene experts and provide specialist health and human factors expertise to improve health and safety performance at mines. The role overseas the verification of effective risk management and incident prevention strategies implemented in the NSW mining industry through management of site inspections, assessments, investigation of incidents and complaints, application of compliance powers, consultation and education.

Key accountabilities

* Provide expert skills and expertise in health & hygiene and human factors-related topics to Mine Safety.
* Assess, monitor, and review individual mine operator’s and other persons conducting business operations (PCBU’s) health and safety management systems to ensure regulatory compliance and that satisfactory standards are adopted and implemented.
* Manage the delivery of diverse, complex health and human factors projects, ensuring projects are completed on time, at or within budget and of the highest quality.
* Manage teams carrying out announced and unannounced inspections and assessment activities at mine sites, including inspections on weekends and back shifts. Review assessment and inspection reports and enforcement actions and maintain oversight to ensure corrective actions are addressed in a timely manner.
* Manage enforcement activities to ensure mine operations comply with health and safety legislation including overseeing the issuing of written advice, improvement, prohibition and penalty notices. This includes oversight of consultation with mine operators to ensure corrective actions are addressed in a timely manner.
* Create and manage targeted health and safety campaigns, workshops, working groups or committees, industry forums and community meetings to provide specialist knowledge and promote the Resource Regulators business plans and strategies. This includes participation in the development of codes of practices, standards and guidelines for the industry.
* Provide strategic advice to the Chief Inspector on emerging health issues within the NSW mining sector.
* Keep abreast of and translate research into innovative strategies and interventions for implementation by the Resources Regulator whilst maintaining currency and alignment with industry, State, national and/or international evidence-based best practice. Oversee the implementation of Human and organisational factors assessments and training as outlined in the incident prevention strategy.

Key challenges

* Dealing with mine operators who may have a limited understanding of their legal obligations, or who may be concerned at the possible implications of compliance action, and gaining the confidence of mine operators and workers, through the development of cooperative and open relationships.
* Develop strategies and programs to manage emerging health issues within industry.
* 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** |  |
| Chief Inspector / Director Regulatory Operations | * Discuss and resolve issues relating to provision of resources, planning conflicts, management of technical information, outcomes and recommend strategic actions arising from assessment and intervention activities * Provide expert technical advice and liaise to formulate policy / direction * Provide expert technical strategic and operational advice to inform decision making on complex regulatory issues. |
| Principal Inspectors | * Seek direction and provide advice and report on business, operational and compliance issues. |
| Team members | * Monitor and manage all work done by the team to meet KPIs and quality standards, work planning, performance management, to provide leadership, support and guidance on regulatory and technical matters. |
| **External** |  |
| WHS duty holders, mine owners and operators, statutory position holders, unions, equipment suppliers and service providers | * 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. * Discuss the implementation, execution and outcomes of strategic safety assessment and intervention programs and compliance activities with these stakeholders. |
| Industry stakeholders, Government agencies | * Disseminate information and provide advice in relation to risk assessment and safety management systems. |

# Role dimensions

## Decision making

The role:

* Makes decisions regarding the management of staff undertaking inspection and assessment activities and is responsible for ensuring that services are delivered in a transparent and timely manner and within its allocated program budget.
* Manages and prioritises scheduled assessment activities in consideration of allocated resources; other planned work; the nature of the assessment activity, and the potential impacts of unplanned activities.
* Guided by legislation, Departmental policies and procedures, Australian and International Standards and industry guidelines.
* Manages projects in the determination of priorities, the ongoing delivery of the program and the integrity of the delivered program.
* Identifies areas for further research around health issues and provides recommendations for program development and projects.
* Is guided in their decision making by experience in mine health and safety management systems, legislation, Codes of Practice, Australian and International Standards and applicable Resources Regulator policies and procedures.
* Consults with the Principal Inspector, Director Technical Operations and Chief Inspector when prioritising health and human and organisational factors activities.

## Reporting line

This role reports to the Principal Inspector – Health, Risk and Compliance

## Direct reports

4

## Budget/Expenditure

TBC

Key knowledge and experience

* Sound knowledge of mining related WHS legislation, technology and systems applied in mining.
* Experience in undertaking detailed investigations into safety incidents and non-compliances with legislation.
* Demonstrated experience in the development, coordination and delivery of health and human factors improvement strategies at both an industry and regulatory level.
* Demonstrated ability to review regulatory and technical information to develop policy and industry guidance material in relation to human factors, fatigue management, health and psychosocial hazards management, employee consultation, organisational and WHS culture, and prevention of musculoskeletal disorders.
* Sound self-management skills, the capacity to set priorities, successfully manage competing projects within agreed timeframes.
* Excellent interpersonal, oral, and written communication skills with the capacity to operate with diverse stakeholders in a sensitive environment.
* Demonstrated ability to develop and deliver partnerships with industry and other Government agencies.

Essential requirements

* A degree qualification which includes an applied health, hygiene, Ergonomics, Organisation Psychology, Physiotherapy, OT, human factors or degree qualification with post graduate qualification in the relevant subject areas.
* Must possess and maintain the ability to obtain the qualifications to be appointed as a Government Official under section 18(2) of the Work Health and Safety (Mines and Petroleum Sites) Act 2013, and in accordance with the Resources Regulator policy on qualifications of mine safety inspectors.
* Being eligible for registration with the appropriate professional body (AHPRA, AIOH, ESSA, HFESA).
* Ability to process complex health information and disseminate information in practical guidance to the Regulator and internal and external stakeholders.
* Sound understanding of the principles in the design of work, Human System Interaction, General Human Factors approach, psychosocial/mental health principles and concepts in a regulatory context.
* Compliance with the Resources Regulator [Integrity Clearance](https://www.resourcesregulator.nsw.gov.au/__data/assets/pdf_file/0011/1197848/Policy-Integrity-Clearance.pdf) 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](https://www.resourcesregulator.nsw.gov.au/__data/assets/pdf_file/0012/1197858/Policy-Pecuniary-interests-in-the-regulated-sector.pdf) policy is **mandatory**.
* Appointment and ongoing assignment is subject to the satisfactory participation in ongoing health screening.
* Compliance with pre-employment probity screening is mandatory and a condition of engagement.
* Current drivers’ license and willingness to travel.

## Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-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

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| **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 | 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 |
| personal-attributes | **Manage Self**  Show drive and motivation, an ability to self-reflect and a commitment to learning | 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 |
| relationships | **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 |
| relationships | **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 |
| results | **Think and Solve Problems**  Think, analyse and consider the broader context to develop practical solutions | Identify the facts and type of data needed to understand a problem or explore an opportunity  Research and analyse information to make recommendations based on relevant evidence  Identify issues that may hinder the completion of tasks and find appropriate solutions  Be willing to seek input from others and share own ideas to achieve best outcomes  Generate ideas and identify ways to improve systems and processes to meet user needs | Intermediate |
| results | **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 |
| business-enablers | **Technology**  Understand and use available technologies to maximise efficiencies and effectiveness | Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks  Use available technology to improve individual performance and effectiveness  Make effective use of records, information and knowledge management functions and systems  Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies | Intermediate |
| business-enablers | **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 |
| people-management | **Manage and Develop People**  Engage and motivate staff, and develop capability and potential in others | Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes  Adjust performance development processes to meet the diverse abilities and needs of individuals and teams  Develop work plans that consider capability, strengths and opportunities for development  Be aware of the influences of bias when managing team members  Seek feedback on own management capabilities and develop strategies to address any gaps  Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way  Monitor and report on team performance in line with established performance development frameworks | 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.

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| **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 |
| personal-attributes | 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 | Adept |
| relationships | 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 |
| results | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Intermediate |
| business-enablers | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Intermediate |
| business-enablers | 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 | Adept |
| people-management | Optimise Business Outcomes | Manage people and resources effectively to achieve public value | Intermediate |
| people-management | Manage Reform and Change | Support, promote and champion change, and assist others to engage with change | Intermediate |