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| **Cluster** | Planning, Industry and Environment |
| **Agency** | Department of Planning, Industry and Environment |
| **Division/Branch/Unit** | Resources Regulator / Mine Safety Inspectorate |
| **Location** | Various |
| **Classification/Grade/Band** | Inspector Grade 3 |
| **Role Number** | Generic |
| **ANZSCO Code** | 132411 |
| **PCAT Code** | 3119192 |
| **Date of Approval** | February 2020 |
| **Agency Website** | www.resourcesregulator.nsw.gov.au |

Agency overview

The Department of Planning, Industry and Environment is the lead NSW Government agency in planning for a growing NSW.

The new Cluster will drive for greater levels of integration and efficiency across key areas such as long-term planning, precincts, housing, property, infrastructure priorities, open space, the environment, our natural resources – land, water, mining – energy, and growing our industries. In particular, there will be redoubling of emphasis on regional NSW.

The NSW Resources Regulator is positioned within the Planning, Industry and Environment Cluster’s Environment, Energy and Science Group, and is the state’s work health and safety regulator for mines and petroleum sites. The Regulator also 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 Inspector 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 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 to ensure the health and safety of persons at their operations.
* 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 operators of their compliance status in writing.
* Complete assessments, investigations and complaints, to review circumstances and determine causal factors and review corrective actions. This includes responding to incidents and emergency situations outside of normal business hours, on a rostered basis.
* Obtain and prepare evidence for potential legal proceedings and produce investigation reports.
* Carry out enforcement activities to ensure mine operations comply with work health and safety legislation. This includes issuing written advice, improvement, prohibition and penalty notices.
* Triage and process written and verbal incident notifications in the Resources Regulator’s compliance enforcement system to ensure a timely, effective and appropriately escalated response.
* Provide technical expertise and advice relating to high-risk activity notifications, exemptions, applications and other technical matters.
* 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 and other PCBUs 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** |  |
| Mine inspectors and other RR staff | * Deliver information and seek advice on operational matters, compliance issues and the provision of advice to external parties. |
| Principal Inspector | * Provide reports on business activities and compliance issues. * Seek advice on the proposed work program, analysis of health and safety data, mine site incidents and developments, industry work practices and development of health and safety management systems. |
| **External** |  |
| Mine Operators including management and worker representatives | * 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 | * Ensure that plant and substances are safe and without risks to health and safety when properly used. |
| State Government agencies, Local Government authorities, universities, research organisations, NSW Mines Rescue Service and union officials | * Gather information, partner and consult with other stakeholders to improve the health and safety performance at mines and mining operations; build and maintain effective and supportive relationships and engage in dialogue to development systems for mining operations and participating in safety campaigns, workshops and working groups. |

# Role dimensions

## Decision making

This role has some autonomy in relation to investigative matters and enforcement actions and makes 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, Australian and International Standards 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 state-wide industry impact or that are sensitive to local communities. The position holder provides advice to operators regarding the results of assessments, safe operating practices and strategies to improve health and safety at the work place.

## Reporting line

This role reports to a Principal Inspector or a Deputy Chief Inspector of Mines.

## Direct reports

Nil

## Budget/Expenditure

Nil.

Essential requirements

* Must possess and maintain the qualifications to be appointed as an inspector under section 18(2)(a) 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.
* 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 key requirements of 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 key requirements of 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**.

# 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)

| NSW Public Sector Capability Framework | | |
| --- | --- | --- |
| **Capability Group** | **Capability Name** | **Level** |
|  | Display Resilience and Courage | Adept |
| **Act with Integrity** | **Advanced** |
| **Manage Self** | **Advanced** |
| Value Diversity | Intermediate |
|  | **Communicate Effectively** | **Advanced** |
| **Commit to Customer Service** | **Intermediate** |
| Work Collaboratively | Adept |
| **Influence and Negotiate** | **Adept** |
|  | **Deliver Results** | **Adept** |
| Plan and Prioritise | Adept |
| Think and Solve Problems | Advanced |
| **Demonstrate Accountability** | **Adept** |
|  | Finance | Intermediate |
| Technology | Intermediate |
| Procurement and Contract Management | Intermediate |
| **Project Management** | **Intermediate** |

## 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.

## 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**  Act with Integrity | Advanced | Model the highest standards of ethical behaviour and reinforce them in others  Represent the organisation in an honest, ethical and professional way and set an example for others to follow  Ensure that others have a working understanding of the legislation and policy framework within which they operate  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 on reported breaches of rules, policies and guidelines |
| **Personal Attributes**  Manage Self | Advanced | 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  Maintain a high level of personal motivation  Take the initiative and act in a decisive way |
| **Relationships**  Communicate Effectively | Advanced | Present with credibility, engage varied audiences and test levels of understanding  Translate technical and complex information concisely for diverse audiences  Create opportunities for others to contribute to discussion and debate  Actively listen and encourage others to contribute inputs  Adjust style and approach to optimise outcomes  Write fluently and persuasively in a range of styles and formats |
| **Relationships**  Commit to Customer Service | Intermediate | Support a culture of quality customer service in the organisation  Demonstrate a thorough knowledge of the services provided and relay to customers  Identify and respond quickly to customer needs  Consider customer service requirements and develop solutions to meet needs  Resolve complex customer issues and needs  Co-operate across work areas to improve outcomes for customers |
| **Relationships**  Influence and Negotiate | Adept | Negotiate from an informed and credible position  Lead and facilitate productive discussions with staff and stakeholders  Encourage others to talk, share and debate ideas to achieve a consensus  Recognise and explain the need for compromise  Influence others with a fair and considered approach and sound arguments  Show sensitivity and understanding in resolving conflicts and differences  Manage challenging relations with internal and external stakeholders  Pre-empt and minimise conflict |
| **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 | Adept | Assess work outcomes and identify and share learnings to inform future actions  Ensure that actions of self and 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 health and safety of self and others  Conduct and report on quality control audits  Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks |
| **Business Enablers**  Project Management | Intermediate | Perform basic research and analysis which others will use to inform project directions  Understand project goals, steps to be undertaken and expected outcomes  Prepare accurate documentation to support cost or resource estimates  Participate and contribute to reviews of progress, outcomes and future improvements  Identify and escalate any possible variance from project plans |