

Role Description

Senior Quality Safety & Environmental Advisor



Regional
NSW

Role Description Fields	Details
Cluster	Regional NSW
Department/Agency	Department of Regional NSW
Division/Branch/Unit	NSW Public Works
Role number	
Classification/Grade/Band	Grade 9/10
Senior executive work level standards	Not Applicable
ANZSCO Code	251312
PCAT Code	1134592
Date of Approval	January 2023
Agency Website	www.drnsw.nsw.gov.au or www.publicworks.nsw.gov.au

Agency overview

The Department of Regional NSW 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 government investment in regional NSW is fair and delivers positive outcomes for local communities and businesses.

NSW Public Works is part of the Department of Regional NSW and supports local and state government agencies to deliver critical infrastructure initiatives by providing expert advisory, planning, design, delivery, and support services. Our work is in the hospitals, dams, water treatment plants and high schools – the real foundations of prosperous communities. Every day we help shape the ambitious projects that bring progress to more people in NSW. From forging a more sustainable relationship with the land around us, to engineering the big ideas of the future. In every challenge we see the chance to build stronger and more connected communities.

Primary purpose of the role

This primarily office-based role leads, directs, and provides guidance and specialist advice to NSW Public Works staff, contractors and clients in the areas of Quality, Safety and Environmental Management particularly involving the design, construction and maintenance of built assets. It is accountable for coordinated organisation-wide training and process compliance across the business – both onboarding and ongoing, and is not assigned strictly to a local territory/office in regard to delivering business outcomes.

Key accountabilities

- Train, direct and mentor QSE Advisors, engineers and project managers on QSE matters striving for zero-harm, and best in class quality performance and environmental outcomes.
- Provide high level advice to NSW Public Works staff and construction principal contractors on QSE issues to ensure compliance and informed decision making.

- Contribute to successful project outcomes undertaking construction site checks and audits, identifying, assessing, and monitoring QSE risks ensuring the legislation and contractor's management systems are compliant.
- Assist with the preparation and distribution of QSE documentation updates and safety alerts to staff, contractors and suppliers – ensuring that all NSW PW and Department communication and reporting policies are followed.
- Prepare, coordinate and deliver QSE training at Public Works, for staff and contractors, to ensure knowledge is up to date – this includes all routine onboarding coursework ensuring that content is continuously improved and aligned to emerging policies and trends in Government and Industry, and ad-hoc bespoke sessions, noting a whole-of-NSW Public Works approach is to be followed and this role's staff engagement accountabilities are not limited to a territory.
- Be an integral part of the QSE team assisting in identifying and implementing QSE best practice improvement initiatives to ensure NSW PW maintains its triple certification to QSE international standards.
- Identify the learning and development needs of self and all Public Works staff, as well as coaching and mentoring staff to support the continuous professional development of the team, making this one-Public Works forward schedule visible and coordinated across the business.
- Promote a QSE culture through developing regular company-wide communications that encourages continuous improvement and staff maintain a high level of awareness and compliance.

Key challenges

- Integrating Quality, Safety & Environmental Management into NSW Public Works' business operations – including establishing clear KPIs and delivering insightful performance reports to the executive.
- Promoting relevant design principles and planning for WHS, Environmental and Quality outcomes.
- Keeping up to date with changes to legislation, industrial processes and new technologies associated with the construction and building industries.

Key relationships

Internal

Who	Why
Manager	<ul style="list-style-type: none"> • Provide advice and guidance on WHS, Environment and Quality management matters, including relevant management systems in the construction industry. • Participate in meetings, discussions, and decisions. • Develop and deliver processes, training and communications.
NSW Public Works Teams	<ul style="list-style-type: none"> • Deliver a safety culture to maintain a high level of safety awareness, working regularly with the Communications and Marketing department. • Support team members and work collaboratively to implement safety and quality requirements across the business. <p>Lead meetings, in person and virtual, to share information and provide input on WHS and quality issues, ensuring messages are received by the entire organisation and not limited to local audiences.</p>
Work Team	<ul style="list-style-type: none"> • Promote a culture to maintain a high level of WHS, Environmental and Quality awareness. • Support team members and work collaboratively to implement WHS, Environmental and Quality requirements. • Lead meetings to share information and provide input on relevant issues.

External

Who	Why
Customers/Stakeholders	<ul style="list-style-type: none">• Develop and maintain effective working relationships and open channels of communication to ensure stakeholders are well informed.• Contribute to a client-focused approach to service delivery.
Industry professionals/consultants	<ul style="list-style-type: none">• Seek/maintain specialist knowledge/advice and collaborate on/and keep up to date with industry best practice.• Participate in forums, groups to represent the agency and share information.

Role dimensions

Decision making

- Significant autonomy to make decisions within the confines of the role.
- Communicates with their manager regarding decisions relating to QSE issues and makes day to day decision in relation to prioritising activities.
- Has authority to direct staff when there is a dangerous or hazardous situation that poses a risk to staff, contractors, other workers, and the public.
- When a Project Manager or Engineer is not present or not contactable and a WHS risk is identified, the role has the authority to issue an instruction to the contractor, including in critical situations stopping work. This authority in no way diminishes the primary accountability of the project manager for QSE responsibilities on their projects.
- On specialist Environmental matters the role is required to research all relevant legislation, standards and requirements and make informed recommendations upon which higher level decisions can be made.

Reporting line

The role reports to the Manager WHS and Quality

Direct reports

Quality Safety & Environmental Advisors Grade 7/8

Quality Performance Officer Grade 5/6

Budget/Expenditure

In line with the Dept. of Regional NSW and NSW Public Works delegation manuals.

Key knowledge and experience

- Extensive knowledge and experience in the QSE construction environment.
- Extensive knowledge of current WHS and Environmental legislation and regulations as they apply to construction.
- High level communication, negotiation and analytical skills, with the ability to work in complex and demanding environments.
- Excellent written and verbal communication skills with high level interpersonal skills are essential including the ability to facilitate meetings and training sessions will be required in complex and demanding environments.

Essential requirements



- Appropriate trade, post-trade or tertiary qualifications in Work Health Safety and Environmental and/or equivalent relevant working experience in the construction area.
- A high level of proficiency in common industry relevant computer software applications and tools including Microsoft365.
- Current NSW Driver Licence and willingness to drive to and work in remote locations which may include overnight stays.

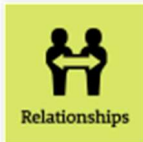


Capabilities for the role


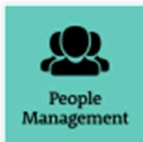
The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for 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

Capability group/sets	Capability name	Behavioural indicators	Level
	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none">• Keep up to date with relevant contemporary knowledge and practices• 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 and maintain a high level of personal motivation	Adept
	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none">• Tailor communication to diverse audiences• Clearly explain complex concepts and arguments to individuals and groups• Create opportunities for others to be heard, listen attentively and encourage them to express their views• Share information across teams and units to enable informed decision making• Write fluently in plain English and in a range of styles and formats• Use contemporary communication channels to share information, engage and interact with diverse audiences	Adept


Capability group/sets	Capability name	Behavioural indicators	Level
	Influence and Negotiate Gain consensus and commitment from others, and resolve issues and conflicts	<ul style="list-style-type: none"> 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 diverse perspectives and the need for compromise in negotiating mutually agreed outcomes Influence others with a fair and considered approach and sound arguments Show sensitivity and understanding in resolving conflicts and differences Manage challenging relationships with internal and external stakeholders Anticipate and minimise conflict 	Adept
	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes Make sure staff understand expected goals and acknowledge staff success in achieving these Identify resource needs and ensure goals are achieved within set budgets and deadlines Use business data to evaluate outcomes and inform continuous improvement Identify priorities that need to change and ensure the allocation of resources meets new business needs Ensure that the financial implications of changed priorities are explicit and budgeted for 	Adept
	Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<ul style="list-style-type: none"> 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













Capability group/sets	Capability name	Behavioural indicators	Level
	Technology Understand and use available technologies to maximise efficiencies and effectiveness	<ul style="list-style-type: none"> • 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
	Manage and Develop People Engage and motivate staff, and develop capability and potential in others	<ul style="list-style-type: none"> • 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.

Capability group/sets	Capability name	Description	Level
	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept

Capability group/sets	Capability name	Description	Level
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
	Work Collaboratively	Collaborate with others and value their contribution	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	Intermediate
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate
	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
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Intermediate