

Role Description

Reporting Manager



Transport
for NSW

Cluster	Transport for NSW
Agency	Transport
Division/ Branch/ Unit	Safety Environment and Regulation/Systems and Reporting/Reporting Management
Location	Sydney Metropolitan
Classification/ Grade/ Band	USS 11
Role Number	50011589
ANZSCO Code	224712
PCAT Code	1221292
Date of Approval	Jun 20
Agency Website	www.transport.nsw.gov.au

Agency overview

At Transport, we're passionate about making NSW a better place to live, work and visit. Our vision is to give everyone the freedom to choose how and when they get around, no matter where they live. Right now, we're delivering a \$55.6bn program – the largest Australia has ever seen – to keep people and goods moving, connect communities and shape the future of our cities, centres and regions. At Transport, we're also committed to creating a diverse, inclusive and flexible workforce, which reflects the community and the customers we serve.

Our organisation – Transport for NSW – is comprised of numerous integrated divisions that focus on achieving community outcomes for the greater good and on putting our customers at the centre and our people at the heart of everything we do.

Safety, Environment and Regulation

The Safety, Environment and Regulation (SER) division leads policy, strategy, standards, advice and support across safety, environment, sustainability, asset management and regulatory outcomes for customers, for community and for our people (including contractors).

SER provides 'centres of excellence' with a critical mass of expertise to support line accountability, facilitate consistency and provide assurance across the cluster. It also delivers a range of regulatory programs.

Primary purpose of the role

The Reporting Manager provides targeted data and performance reporting to enable a platform for better practice, regulatory compliance and WHS performance improvement of organisational and operational processes and services across Transport for NSW. The role facilitates meaningful corporate WHS reporting to enable effective decision-making and risk management practices for continuous improvement.

Key accountabilities

- In conjunction with the Safety Management System Specialist, responsible for the design, development, and delivery of customised monthly and quarterly Health and Safety reporting for all Transport stakeholders.
- In conjunction with relevant stakeholders, responsible for the identification and development, of the Transport for NSW Health and Safety performance indicators and targets to measure the agency's compliance with the Transport Safety Management Framework performance and improvement opportunities.
- In conjunction with the Safety Management System Specialist, responsible for the development and ongoing improvement of automated, technology-based processes to deliver timely, accurate and relevant ongoing Health and Safety reporting.
- Responsible for accurate qualitative and quantitative Health and Safety information analysis and the provision of expert advice to proactively identify trends and emerging issues for regular inclusion in reporting for stakeholders.
- Perform root cause analysis on risk information in order to identify and communicate potential areas of risk and key trends for stakeholders.
- Responsible for researching information on technology based Safety Risk Information Management Systems, enhancements and better industry practice to assist the Technology Systems Manager in the development and continuous improvement of the Health and Safety Technology Platforms.

Key challenges

- Proactively maintaining the delivery of consistent and timely reporting based on current cluster-wide disparate reporting platforms.
- Engaging key stakeholders to drive the implementation of the new Health and Safety reporting framework across Transport, ensuring consistent and accurate reporting of Health and Safety data cluster-wide.

Key relationships

Who	Why
Internal	
Safety Branch	Interact with Safety branch on a daily basis to assimilate and consolidate health and safety related data and issues
Other Cluster-wide Health & Safety Reporting Stakeholders	Daily interaction to collaborate and share information
Other Transport stakeholders	Periodically to discuss and identify opportunities to improve safety performance reporting
Other internal colleagues e.g. Centre for Road Safety & Maritime Safety	Collaborate and share information – as required
External	
Industry senior stakeholders	Participate in various forums to explore and identify opportunities for improvement in health and safety related data and issues and to collaborate and share information.

Role dimensions

Decision making

Independently analyse and synthesise data, and seek support from directors and other managers when appropriate. Proactively liaise with internal and external stakeholders to determine WHS risk information requirements and develop automated, technology-based processes to deliver timely, relevant, and valid reports.

Analyse the SRIMS data content and provide expert advice on the implications of existing WHS programs and potential initiatives to proactively identify trends and emerging issues.

Reporting line

Safety Management Systems Specialist

Direct reports

2 x Data Analysts

Budget/Expenditure

Nil

Key knowledge and experience

- Extensive experience in the development and delivery of corporate Health and Safety reporting in high risk and diverse environments.
- Extensive experience in the use of information systems and databases including generation of reports and data analysis.
- Sound knowledge and understanding of the application of contemporary Health and Safety reporting methodologies.
- Sound knowledge and understanding of NSW WHS legislation and its application.

Essential requirements






- Tertiary qualifications at a minimum level of Advanced Diploma or Graduate Diploma in WHS Management or a related discipline, or an equivalent body of professional experience in Health and Safety.
- National Police Check

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	Adept
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Advanced
 Results	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Intermediate
	Technology	Advanced
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate
 People Management	Manage and Develop People	Adept
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Adept
	Manage Reform and Change	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 Manage Self	Adept	<ul style="list-style-type: none"> 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 a high level of personal motivation

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
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 Influence and Negotiate	Advanced	<ul style="list-style-type: none"> Influence others with a fair and considered approach and present persuasive counter-arguments Work towards mutually beneficial win/win outcomes Show sensitivity and understanding in resolving acute and complex conflicts Identify key stakeholders and gain their support in advance Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas of compromise Pre-empt and minimize conflict within the organization and with external stakeholders
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 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	<ul style="list-style-type: none"> 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 Technology	Advanced	<ul style="list-style-type: none"> Show commitment to the use of existing and deployment of appropriate new technologies in the workplace

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> • Implement appropriate controls to ensure compliance with information and communications security and use policies • Maintain a level of currency regarding emerging technologies and how they might be applied to support business outcomes • Implement and monitor appropriate records, information and knowledge management systems protocols and policies
People Management Manage and Develop People	Adept	<ul style="list-style-type: none"> • Define and clearly communicate roles and responsibilities to achieve team/unit outcomes • Negotiate clear performance standards and monitor progress • Develop team/unit plans that take into account team capability, strengths and opportunities for development • Provide regular constructive feedback to build on strengths and achieve results • Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way • Monitor and report on performance of team in line with established performance development frameworks