

Role Description

Occupational Hygienist

Role Description Fields	Details
Cluster	Education
Department/Agency	TAFE NSW
Division/Branch/Unit	Capability Group
Position Description no	10672-01
Classification/Grade/Band	TAFE Worker Level 9
Senior executive work level standards	Not Applicable
ANZSCO Code	251312
PCAT Code	1224592
Date of Approval	October 2024
Agency Website	www.tafensw.edu.au

Agency overview

TAFE NSW's purpose is to skill the workforce of the future. It is Australia's leading provider of vocational education and training with over 500,000 annual enrolments and a proud history for setting the benchmark for quality service. As the NSW public provider, it supports the NSW Government's priority to grow skills for the economy and jobs of tomorrow. Critically, TAFE NSW plays a vital role in providing vocational education in rural and regional NSW, and job training pathways for the most vulnerable in the community.

TAFE NSW offers the best of campus-based delivery as well as flexible, online and work-based learning. The TAFE NSW values of Customer First, Collaboration, Integrity and Excellence guide our team in strengthening communities, delivering world-class training for our students and producing job ready graduates for employers. The operating environment for TAFE NSW is dynamic as we leverage our scale, expertise, passion and reputation to meet the rapidly changing VET landscape.

TAFE NSW is committed to its students and customers and the role it plays in changing lives and opening up opportunities through learning.

Primary purpose of the role

This position is responsible for driving occupational health, hygiene and wellbeing practices for TAFE NSW staff and learners. This will be achieved through the development and implementation of a health monitoring framework, including performance standards, associated with guidance documentation and audit tools in compliance with the Work Health and Safety legislation, regulations and relevant Codes of Practice.

Key accountabilities

1. Identify, assess, prioritise, and provide sound advice related to occupational health, hygiene, and wellbeing, including evaluating specific hazards and risks in various complex environments.
2. Provide specialist advice based on sound research to drive the development, implementation and evaluation of risk control measures. With ongoing monitoring of the effectiveness risk control measures.
3. Lead organisational compliance with relevant regulations and standards by conducting necessary assessments, identifying and advising on relevant procedures and protocols. Developing, implementing and managing effective occupational health and hygiene monitoring programs.
4. Work in collaboration with key stakeholders to build and manage strong relationships, providing expert advice ensuring that occupational health and hygiene is integrated into broader organisational goals. Proactively identifying and addressing potential hazards and risks.
5. Drive continuous improvement, new initiatives, innovation in service delivery and best practice approaches to ensure legislation, regulations, industry standards are delivered in an equitable, consistent and efficient manner.
6. Develop and deliver training programs and other initiatives to support training needs for health, hygiene and wellbeing hazards and control measures. Evaluate the effectiveness of training programs to ensure ongoing improvement.
7. Research, gather, collate and analyse relevant information to support informed decision making and/or planning whilst influencing TAFE NSW governance.
8. Reflect TAFE NSW's values in the way you work and abide by policies and procedures to ensure a safe, healthy and inclusive work environment.
9. Place the customer at the centre of all decision making.
10. Work with the Line Manager to develop and review meaningful performance development and review plans.

Key challenges

- Constantly analysing and improving processes and procedures to improve health, hygiene and wellbeing for TAFE NSW staff and learners.
- Keeping up to date with relevant legislation, regulations and codes of practice.

Key relationships

Internal

Who	Why
Line manager	<ul style="list-style-type: none">• Provide updates, recommendations and advice on strategic and operational matters.• Escalate issues and risks and propose solutions.
Student Experience Group – Teaching Staff	<ul style="list-style-type: none">• Build relationships to support cross-functional collaboration.
TAFE NSW employees	<ul style="list-style-type: none">• Provide services and support.

External

Who	Why
Regulatory bodies	<ul style="list-style-type: none">• Remain current with market/sector trends and practices.• Represent and advocate on behalf of TAFE NSW.
Learners and student representatives	<ul style="list-style-type: none">• Represent and advocate on behalf of TAFE NSW.
Other government agencies	<ul style="list-style-type: none">• Remain current with market/sector trends and practices.• Represent and advocate on behalf of TAFE NSW.

Role dimensions

Decision making

- Makes decisions on complex and sensitive issues that are based on professional judgment, evaluating risks and in the context of a complex and changing environment.
- Matters requiring a higher level of approval are referred to the Reporting Line Manager.

Reporting line

Senior Manager Work Health & Safety

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

1. A Valid Working with Children Check (required prior to commencement).
2. Degree in a relevant discipline or equivalent skills, knowledge and experience.
3. Demonstrated experience in developing and implementing occupational health and hygiene hazard strategies, action plans, policies, processes and management systems within an organisation.

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

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

Capability group/sets	Capability name	Behavioural indicators	Level
 <p>Personal Attributes</p>	<p>Value Diversity and Inclusion</p> <p>Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives</p>	<ul style="list-style-type: none"> • Be responsive to diverse cultures, backgrounds, experiences, perspectives, values and beliefs • Seek participation from others who may have different backgrounds, perspectives and needs • Be open to different perspectives and experiences in generating ideas and solving problems • Adapt well in diverse environments • Respond constructively to feedback regarding observations of bias in language or behaviour 	Intermediate
 <p>Relationships</p>	<p>Communicate Effectively</p> <p>Communicate clearly, actively listen to others, and respond with understanding and respect</p>	<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
 <p>Relationships</p>	<p>Commit to Customer Service</p> <p>Provide customer-focused services in line with public sector and organisational objectives</p>	<ul style="list-style-type: none"> • Take responsibility for delivering high-quality customer-focused services • Design processes and policies based on the customer's point of view and needs • Understand and measure what is important to customers • Use data and information to monitor and improve customer service delivery • Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant customers within the community 	Adept



Deliver Results

Achieve results through the efficient use of resources and a commitment to quality outcomes

- 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

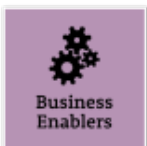


Think and Solve Problems

Think, analyse and consider the broader context to develop practical solutions

- Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence
- Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience
- Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience
- Seek contributions and ideas from people with diverse backgrounds and experience
- Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness
- Identify and share business process improvements to enhance effectiveness

Adept



Procurement and Contract Management

Understand and apply procurement processes to ensure effective purchasing and contract performance











- Understand and comply with legal, policy and organisational guidelines and procedures relating to purchasing
- Conduct delegated purchasing activities in line with procedures
- Work with providers, suppliers and contractors to ensure that outcomes are delivered in line with time and quality requirements

Intermediate

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
 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	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Advanced
 Personal Attributes	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Adept
 Relationships	Work Collaboratively	Collaborate with others and value their contribution	Adept
 Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
 Results	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Advanced
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
 Business Enablers	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
 Business Enablers	Project Management	Understand and apply effective planning, coordination and control methods	Adept