

Role Description

Safety, Environmental and Quality (SEQ) Advisor



Regional
NSW

Cluster	Regional NSW
Agency	Department of Regional NSW
Division/Branch/Unit	Public Works Advisory and Regional Development
Location	Negotiable
Classification/Grade/Band	Clerk 7/8
ANZSCO Code	312611
PCAT Code	1212292
Date of Approval	2016 (updated May 2020)
Agency Website	nsw.gov.au/regionalnsw

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.

Public Works Advisory (PWA) is part of the Department of Regional NSW. PWA supports local and state government agencies to deliver critical infrastructure initiatives by providing expert advisory, planning, delivery and support services. We bridge the gap between the government and the private sector, helping clients to maximise value, optimise costs and manage risks in their infrastructure programs and the lifecycle management of their assets.

Primary purpose of the role

Provides high level advice, guidance and expertise, training and practical assistance to Public Works Advisory, staff and clients on Work Health and Safety (WHS), Environmental and Quality management, particularly involving the design, construction and maintenance of built assets and the relevant legislation and policy dealing with WHS and Environmental compliance and obligations.

Key accountabilities

- Provide high level advice and guidance in Environmental and WHS planning and project delivery for infrastructure and construction projects to Public Works Advisory staff and clients for programs and individual projects to ensure compliance and informed decision making.
- Contribute to successful project outcomes by identifying, assessing and monitoring WHS, Environmental, and Quality risks at pre-construction and construction stages of projects
- Contribute to successful project outcomes by providing advice on legislation, planning, licensing and approval processes including Environmental Impact Assessment processes and pathways, cultural heritage and sustainability.

- Identify and implement Best Practice improvement initiatives for WHS and Environmental and Quality, including safe design and contract administration, aimed at maintaining Public Works Advisory' position as an industry leader.
- Prepare and analyse management reports and incident reports and coordinate and monitor the implementation of the recommended action(s) in consultation with the relevant stakeholders.
- Support the Public Works Advisory Manager Safety and Quality to ensure compliance to AS/NZS ISO 9001, through internal auditing, improvement and reporting.
- Develop and implement training programs for WHS, Environmental and Quality.

Key challenges

- Integrating WHS, Environmental and Quality management into NSW Public Work's regular business operations.
- Promoting a WHS, Environmental and Quality culture that encourages continuous improvement and relevant design principles and planning for WHS, Environmental and Quality outcomes, ensuring staff maintain a high level of awareness and compliance.
- Keeping up to date with changes to legislation, industrial processes and new technologies associated with the construction and building industries.

Key relationships

Who	Why
Internal	
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.
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, environment and Quality requirements. • Participate in meetings to share information and provide input on relevant issues.
External	
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 forms, groups to represent the agency and share information. • Establish and maintain productive relationships with Public Works Advisory staff at all levels and EPA, Work Cover, clients, contractors, employers' associations, professional associations and unions.

Role dimensions

Decision making

- The SEQ Advisor communicates with their Manager regarding decisions for SEQ implementation and makes day to day decisions in relation to prioritising activities.
- The SEQ Advisor 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 is not present or not contactable and a WHS risk is identified, the SEQ advisor 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 WHS responsibilities on their projects.
- On specialist environmental matters, the SEQ Advisor is required to research all relevant legislation, standards and requirements and make informed recommendations upon which higher level decisions can be made.

Reporting line

Regional Director/Senior Operations Manager

Direct reports

Nil

Budget/Expenditure

The revenue targets for this role are set on an annual basis and will form part of the roles Performance and Development Plans.

Key knowledge and experience

- Extensive knowledge of current WHS and Environmental legislation and regulations as they apply to construction.
- Current NSW Drivers Licence and willingness to drive to an work in remote locations which may include overnight stays.

Essential requirements

- Tertiary Qualifications in a related discipline and/or equivalent knowledge, skills and experience with a demonstrated commitment to ongoing professional development.

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
 Personal Attributes	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct • Recognise and report misconduct and illegal and inappropriate behaviour • Report and manage apparent conflicts of interest and encourage others to do so 	Intermediate
	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> • Adapt existing skills to new situations • Show commitment to achieving work goals • Show awareness of own strengths and areas for growth, and develop and apply new skills • Seek feedback from colleagues and stakeholders • Stay motivated when tasks become difficult 	Intermediate
 Relationships	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
	Influence and Negotiate Gain consensus and commitment from others, and resolve issues and conflicts	<ul style="list-style-type: none"> • Use facts, knowledge and experience to support recommendations • Work towards positive and mutually satisfactory outcomes • Identify and resolve issues in discussion with other staff and stakeholders • Identify others' concerns and expectations • Respond constructively to conflict and disagreements and be open to compromise • Keep discussions focused on the key issues 	Intermediate
	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> • Seek and apply specialist advice when required • Complete work tasks within set budgets, timeframes and standards • Take the initiative to progress and deliver own 	Intermediate

FOCUS CAPABILITIES





Capability group/sets	Capability name	Behavioural indicators	Level
		<ul style="list-style-type: none"> work and that of the team or unit Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals Identify any barriers to achieving results and resolve these where possible Proactively change or adjust plans when needed 	
	Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<ul style="list-style-type: none"> Be proactive in taking responsibility and being accountable for own actions Understand delegations and act within authority levels Identify and follow safe work practices, and be vigilant about own and others' application of these practices Be aware of risks and act on or escalate risks, as appropriate Use financial and other resources responsibly 	Intermediate
	Project Management Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"> Understand all components of the project management process, including the need to consider change management to realise business benefits Prepare clear project proposals and accurate estimates of required costs and resources Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements Identify and evaluate risks associated with the project and develop mitigation strategies Identify and consult stakeholders to inform the project strategy Communicate the project's objectives and its expected benefits Monitor the completion of project milestones against goals and take necessary action Evaluate progress and identify improvements to inform future projects 	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.

COMPLEMENTARY CAPABILITIES

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	Intermediate
	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
	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
 Results	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	Adept
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Adept