

# Role Description

## Senior Safety Partner



**Regional  
NSW**

<b>Cluster</b>	Regional NSW
<b>Agency</b>	Department of Regional NSW
<b>Group/Division/Branch</b>	Corporate / People / Health & Safety
<b>Location</b>	Dubbo / Coffs Harbour / Queanbeyan / Armidale
<b>Classification/Grade/Band</b>	Clerk Grade 9 / 10
<b>Role Family</b>	Bespoke / People & Culture
<b>ANZSCO Code</b>	132311
<b>PCAT Code</b>	1224992
<b>Date of Approval</b>	March 2022
<b>Agency Website</b>	<a href="http://www.nsw.gov.au/regional-nsw">www.nsw.gov.au/regional-nsw</a>

### Agency overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department has 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.

### Primary purpose of the role

Drive the implementation of corporate strategies by providing service as a safety professional ensuring a safety culture is developed and aligns with organisational direction, continual improvement and best practice in safety management.

### Key accountabilities

- Provide subject matter expertise and advice in the interpretation of the WHS Act and WHS Regulations as they relate to the Health & Safety function to assist staff and managers in their implementation
- Ensure that advanced workplace risk management analysis is undertaken, and mitigation strategies are developed to address identified gaps
- Implement, monitor and review Safety Management System for clients, adopting a continuous improvement approach and development from an end-user perspective
- Work collaboratively with client groups to effectively implement and monitor health safety policies that comply with all legislative obligations while remaining practical and flexible enough to meet changing operational and commercial imperatives
- Coach management and supervisors in good safety leadership practices to enhance competency in assessment and control of workplace safety risk
- Ensure corrective actions and preventative audit programs are implemented, documented and regularly monitored against committed delivery timelines

## Key challenges

- Work effectively with stakeholders and customers to drive a positive and informed safety culture in line with the Department's strategy
- Monitoring safe work practices across a state-wide organisation with remote and diverse activities requires analysis of reports and a comprehensive audit/inspection program
- Constantly reviewing and keeping up to date on relevant legislation, regulations and codes of practice

## Key relationships

Who	Why
<b>Internal</b>	
Manager	<ul style="list-style-type: none"><li>• Receive instructions and guidance and exchange information</li></ul>
Business Unit Heads for assigned client portfolio	<ul style="list-style-type: none"><li>• Engage with business partners to develop relationships that assist in achieving the primary responsibilities</li></ul>
Employees	<ul style="list-style-type: none"><li>• Raise awareness of the individual obligations to meet acceptable safety standards and drive cultural and behavioural change</li></ul>
<b>External</b>	
Stakeholders and corporate partnerships	<ul style="list-style-type: none"><li>• Developing and fostering ongoing relationship with external stakeholders and organisations to partner and benefit the department with health and safety issues</li></ul>
Safework NSW	<ul style="list-style-type: none"><li>• Maintain regulatory compliance</li></ul>

## Role dimensions

### Decision making

- Work in partnership with the Manager Safety to determine the priorities of the role. In consultation with the Manager Safety, prioritises and manages multiple tasks and demands including matters with critical turnaround times
- Makes day to day decisions, seeking advice from the Manager, Safety as required
- Exercises discretion in determining the approach to work undertaken and is responsible for interpretation and recommendations made

### Reporting line

Manager, Safety

### Direct reports

Nil

### Budget/Expenditure

No budget held at this level

## Key knowledge and experience

- Knowledge and experience in the interpretation and implementation of WHS related legislation, especially the NSW WHS Act 2011 and the NSW WHS regulations 2017

- Demonstrated experience in the areas of workplace risk management, hazard identification and incident investigation

## Essential requirements

- WHS qualifications at a tertiary standard and/or extensive equivalent experience in a Health and Safety environment.
- Evidence of the COVID-19 vaccination must be provided upon commencement of employment. This is a condition of engagement should you be successfully appointed to a position within the Department of Regional NSW (which includes Local Land Services and the Soil Conservation Service)

## 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

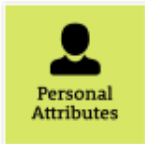
## Focus capabilities

*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
	<b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way and encourage others to do so</li> <li>• Act professionally and support a culture of integrity</li> <li>• Identify and explain ethical issues and set an example for others to follow</li> <li>• Ensure that others are aware of and understand the legislation and policy framework within which they operate</li> <li>• Act to prevent and report misconduct and illegal and inappropriate behaviour</li> </ul>	Adept

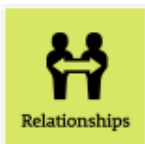


### Manage Self

Show drive and motivation, an ability to self-reflect and a commitment to learning

- 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

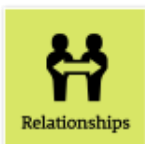


### Commit to Customer Service

Provide customer-focused services in line with public sector and organisational objectives

- 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



### Influence and Negotiate

Gain consensus and commitment from others, and resolve issues and conflicts

- 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



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### **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



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### **Demonstrate Accountability**

Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines

- Take responsibility for own actions
- Be aware of delegations and act within authority levels
- Be aware of team goals and their impact on work tasks
- Follow safe work practices and take reasonable care of own and others' health and safety
- Escalate issues when these are identified
- Follow government and organisational record-keeping requirements

Foundational

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## Project Management






Understand and apply effective planning, coordination and control methods





- 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

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## 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	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Adept
 Relationships	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
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate

