



RFS

PRINCIPAL ADVISOR SAFETY

ROLE DESCRIPTION

Cluster	Stronger Communities
Directorate Business Unit	People and Strategy Safety
Role Number	52020366
Grade	RFS Level 10/11
ANZSCO Code PCAT Code	251312 1224592
Date of Approval	5 July 2024
Role Description Reference No.	RD1173
Website	www.rfs.nsw.gov.au

About Us

The Rural Fire Service (RFS) protects the community and our environment by minimising the impact of fire and other emergencies. Our shared vision is to provide a world standard of excellence in the provision of a volunteer-based community fire and emergency service.

The RFS is established under the Rural Fires Act 1997 and is responsible for preventing and suppressing fires in rural fire districts, as well as being the lead agency for bush fire-fighting across the State. The agency also operates under the *State Emergency and Rescue Management Act 1989*. For over 100 years the RFS has been a significant part of the history and landscape of NSW and is widely acknowledged as the largest volunteer fire service in the world.

Fighting fires and protecting the community from emergencies is the most visible aspect of the RFS. The Service also has many responsibilities as the lead agency for bush fire management and mitigation in NSW. Working closely with other agencies, the RFS responds to a range of emergencies including structure fires, motor vehicle accidents and storms that occur within rural fire districts.

Leadership Commitment

- Value and recognise the contribution of our people
- Create an environment where people can be at their best
- Work together to deliver the best community outcomes
- Be responsive and hold ourselves and each other to account
- Appreciate our different backgrounds and experiences make us greater

Role Purpose

Partner with the business to provide effective Work Health and Safety (WHS) services for the implementation, ongoing monitoring and review of the Health and Safety management system. The role supervises and provides guidance and mentoring to a Senior Advisor Safety to achieve business outcomes of the team.

Key Accountabilities

1. Assist Managers implement the Health and Safety Management System within their Areas, Districts and Directorates
2. Coordinate and perform a range of Health and Safety business functions, proactive initiatives and project management activities to contribute to the effective and efficient management of WHS across the Service.
3. Identify, develop and implement WHS systems that comply with relevant legislation, standards and codes of practice such that the Service has robust and valid systems in place which will lead to improvements across the Service.
4. Coordinate, conduct and accurately report on health and safety incident investigations and monitor investigation improvement opportunities, such that reliable information about the causes of incidents and the effectiveness of corrective actions is gained.
5. Coordinate the development and maintenance of WHS risk registers, conduct risk assessments and develop, review and monitor risk controls to contribute to the effective management of risk across the organisation.
6. Establish and implement a planned program of WHS audits and inspections, including WHS systems, WHS incidents and investigations, to provide recommendations to improve outcomes.
7. Provide WHS advice and technical support to various NSW RFS WHS related committees and other consultative groups/forums to ensure appropriate consultative arrangements are in place.
8. Liaise and work with other NSW RFS directorates, agencies and non-government stakeholders to ensure an effective interface between program development, planning and policy implementation.
9. Prepare correspondence, reports, and submissions on WHS and Injury Management statistical data and management issues, to meet legislative due diligence requirements, to influence decision making and planning, and for communication and consultation purposes
10. Embed a purpose-driven culture and effective people management practices to drive member engagement and service delivery to the community.
11. Lead a proactive approach to the continuous improvement of work health and safety, ensuring safe systems of work and management commitment to member wellbeing.
12. Lead and cultivate collaborative working relationships to deliver the best organisational and community outcomes.

Essential Requirements

- An Advanced Diploma or Degree in a relevant discipline (e.g. Work Health Safety or Risk Management), or equivalent expertise.
- A current Driver Licence and ability to travel.
- Ability to participate in an on-call roster providing health and safety advice and services.
- During periods of major fire activity, the incumbent may be required to support operational management activities consistent with their skills and background.

Key Knowledge and Experience

- A comprehensive understanding and application of WHS Act and associated regulations, Codes of Practice and industry standards.
- Experience engaging with a diverse and geographically dispersed workforce and effecting appropriate consultation with volunteers, staff, contractors and external stakeholders.
- Able to present to small and large groups effectively in training and operational environments.

- Hold intermediate skills or higher in the use of MS Office suite of products.
- Genuine appreciation and understanding of a volunteer-based community service/organisation.

Role Dimensions

Decision Making

- The incumbent is expected to comply with the Work Health and Safety Act and associated legislation in the performance of all duties.
- The incumbent routinely makes their own decisions concerning assigned work and related matters, operating within standards, policies, procedures and relevant legislation.
- It is expected that the incumbent will research, identify, implement and validate appropriate responses to routine matters within their area of responsibility.
- The incumbent seeks guidance about matters that may be outside the scope of their normal activities or that might attract significant criticism or concern.
- The incumbent is required to manage work allocation to team members and monitor the achievement of milestones, projects and business as usual.
- The role is guided in its decision making by the NSW RFS Administrative Delegations (Policy P2.1.1) and NSW RFS Financial Delegations (Policy P4.1.1).

Reporting Line

The role reports to the Manager Safety.

Direct Reports

The role has one direct report.

Budget/Expenditure

Nil

Key Relationships – Internal





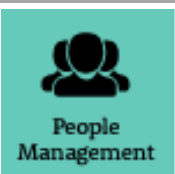
Who	Why
Manager	<ul style="list-style-type: none"> - Provide specialist advice, and work in close collaboration to ensure the seamless delivery of services.
Team	<ul style="list-style-type: none"> - Participate in meetings, share information, and provide input on issues - Support team members and work collaboratively to contribute to achieving team outcomes - Develop and maintain effective working relationships and open channels or communication
Direct Reports	<ul style="list-style-type: none"> - Support, guide, and manage performance
Internal Stakeholders	<ul style="list-style-type: none"> - Respond to queries, identify needs, communicate services and redirect escalate or resolve issues.

Key Relationships – External

Who	Why
Other Government Departments and Emergency Services Agencies	– Ensure collaboration and cooperation in regard to capabilities and strategies.
External Committees	– Participate as a member on a number of external committees that may vary from time to time.

Capabilities for the Role

The [NSW Public Sector Capability Framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. *Focus capabilities* are considered the most important for effective performance of the role.

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Adept
	Act with Integrity	Adept
	Manage Self	Adept
	Value Diversity and Inclusion	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Advanced
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Adept
 People Management	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	Adept

For further information regarding this role description, please contact the Recruitment Team or email Recruitment@rfs.nsw.gov.au.

