

Senior Work Health and Safety Advisor

Cluster	Stronger Communities
Agency	Legal Aid NSW
Division/Branch/Unit	Human Resources
Classification/Grade/Band	Clerk Grade 9/10
ANZSCO Code	511112
PCAT Code	211492
Date of Approval	13 June 2024
Agency Website	www.legalaid.nsw.gov.au

Agency overview

Legal Aid NSW is the largest legal aid agency in Australia, comprising a Central Sydney office and 28 regional offices in metropolitan and regional centres across NSW including the two satellite offices located at Walgett and Bourke and a number of specialist services and advice clinics. It was established under the Legal Aid Commission Act 1979 as an independent authority to assist economically and socially disadvantaged people to understand and protect their rights in the legal system. People with disabilities, people from culturally and linguistically diverse backgrounds, women and children, Indigenous people and people with mental illness are some of the groups who may experience difficulties when enforcing and defending their rights.

Working in partnership with private lawyers, Legal Aid NSW provides legal advice, information and minor assistance and legal representation to eligible people in many areas of law. Legal Aid NSW also provides alternative dispute resolution services, community legal education programs, and publications on legal issues.

Legal Aid NSW is committed to providing culturally safe workplaces, actively engaging in culturally safe practices and to delivering culturally safe services to Aboriginal people and communities. Legal Aid NSW strives to be an organisation where Aboriginal people want to work, where we value Aboriginal voices and culture.

Primary purpose of the role

The Senior Work Health and Safety Advisor is responsible for delivering a range of WHS, Injury Management and Wellbeing programs and initiatives including the Peer Support Program to enable Divisional outcomes and support the achievement of Legal Aid's strategic plan/objectives.

Key Accountabilities

- Contribute to LANSW WHS Management System and provide timely, effective and pro-active strategic advice
- Implement WHS frameworks and processes to ensure compliance across LANSW with relevant legislation, policy and organisational requirements.
- Provide high-level advice and support to senior executives to facilitate the proactive management of WHS.
- Manage and oversee all aspects of Health and Wellbeing project planning, development and implementation for a range of projects, including developing project plans, coordinating resources, managing budgets, meeting reporting requirements, and supporting project-related activities, to ensure project outcomes are achieved on time, on budget, to quality standards and within agreed scope in line with established agency project management methodology
- Evaluate the effectiveness of WHS programs and strategies, identify risks and recommend appropriate modifications to increase the effectiveness of current and future initiatives.
- Establish and maintain stakeholder relationships through effective communication, negotiation and issues management to engage stakeholders and ensure project deliverables are met and to provide WHS expertise on issues to resolve local WHS matters.
- Undertake research and formulate recommendations to support evidence based strategies as the subject matter expert for health and wellbeing

Key challenges

- Achieving project deadlines and milestones to the required standards and within budget, given the need to simultaneously coordinate and deliver multiple projects which are often complex and interconnected
- Being the subject matter expert in health and wellbeing developing the strategies as well as leading the project.
- Facilitating support for WHS requirements while balancing organisational goals and operating parameters and working with external stakeholders, including SafeWork NSW and unions.

Key relationships

Who	Why
Internal	
Manager Health, Safety and Wellbeing	<ul style="list-style-type: none"> • Receive guidance and provide regular updates on key projects, issues and priorities • Provide advice and contribute to decision making • Identify emerging issues/risks and their implications and propose solutions • Obtain strategic direction and guidance on sensitive matters and provide regular updates, advice, information and recommendations on WHS matters, projects and priorities.
Staff	<ul style="list-style-type: none"> • Guide, support, coach and mentor team members • Work collaboratively to contribute to achieving team outcomes • Determine work priorities and communicate strategic objectives. • Guide and manage performance and development
Stakeholders	<ul style="list-style-type: none"> • Provide advice, information and recommendations on WHS matters, projects and priorities.

Who	Why
	<ul style="list-style-type: none"> • Report and provide updates on project progress • Consult and collaborate to resolve project related issues, define mutual interests and determine strategies to achieve their realisation
External	
Stakeholders	<ul style="list-style-type: none"> • Provide expert advice on project related matters • Report and provide updates on project progress • Engage and consult in the resolution of project issues
Union	<ul style="list-style-type: none"> • Consult on WHS matters and provide advice where necessary.
External Agencies and Stakeholders	<ul style="list-style-type: none"> • Identify opportunities to improve WHS programs and initiatives. Engage and monitor the performance of consultants and contractors

Role dimensions

Decision Making

The role operates with a high level of autonomy in respect to their day to day work priorities. The role provides advice to and escalates issues to the Manager Safety Health and Wellbeing.

The role makes decisions on matters under their direct control and has autonomy in managing the work of the any direct reports.

The role has discretion in managing initiatives to deliver WHS and Injury Management services and defers to the manager on more sensitive or complex matters or those with political ramifications.

Reporting line

Manager Safety Health and Wellbeing

Direct Reports

NIL

Budget/Expenditure

Nil

Key knowledge and capabilities

Tertiary qualifications in WHS, Human Resources or equivalent extensive demonstrated experience in WHS and an understanding of current legislation and policy.

It is desirable to be a member of the Australian Society of Rehabilitation Counsellors (ASORC), Australian Rehabilitation Providers Association (ARPA) or equivalent.

Essential requirements





Nil

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	Intermediate
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Deliver Results	Adept
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Advanced
 People Management	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Intermediate
	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 Display Resilience and Courage	Adept	<ul style="list-style-type: none"> • Be flexible, show initiative and respond quickly when situations change • Give frank and honest feedback/advice • Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively • Raise and work through challenging issues and seek alternatives • Keep control of own emotions and stay calm under pressure and in challenging situations
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> • Tailor communication to the audience • Clearly explain complex concepts and arguments to individuals and groups • Monitor own and others' non-verbal cues and adapt where necessary • Create opportunities for others to be heard • Actively listen to others and clarify own understanding • Write fluently in a range of styles and formats
Relationships Influence and Negotiate	Adept	<ul style="list-style-type: none"> • 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 and explain the need for compromise • Influence others with a fair and considered approach and sound arguments • Show sensitivity and understanding in resolving conflicts and differences • Manage challenging relations with internal and external stakeholders • Pre-empt and minimise conflict
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 Think and Solve Problems	Adept	<ul style="list-style-type: none"> • Research and analyse information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of option

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness Identify and share business process improvements to enhance effectiveness
Business Enablers Project Management	Advanced	<ul style="list-style-type: none"> Prepare scope and business cases for more ambiguous or complex projects including cost and resource impacts Access key subject-matter experts' knowledge to inform project plans and directions Implement effective stakeholder engagement and communications strategy for all stages of projects Monitor the completion of projects and implement effective and rigorous project evaluation methodologies to inform future planning Develop effective strategies to remedy variances from project plans, and minimise impacts Manage transitions between project stages and ensure that changes are consistent with organisational goals
People Management Manage and Develop People	Intermediate	<ul style="list-style-type: none"> Ensure that roles and responsibilities are clearly communicated Collaborate on the establishment of clear performance standards and deadlines in line with established performance development frameworks Develop team capability and recognise and develop potential in people Be constructive and build on strengths when giving feedback Identify and act on opportunities to provide coaching and mentoring Recognise performance issues that need to be addressed and work towards resolution of issues
Capability Group	Capability Name	Level
	Workforce Strategy	Not applicable
	Organisational Design	Not applicable
	Talent Management	Not applicable
	Organisational Culture	Level 2
	Workforce Relations	Not applicable
	Workforce Insights	Level 2
	Employee Services	Not applicable