

Role Description

Safety, Environmental & Quality (SEQ) Advisor



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| Cluster | Planning, Industry and Environment |
| Agency | Department of Regional NSW |
| Division/Branch/Unit | Public Works |
| Role number | Generic |
| Classification/Grade/Band | 7/8 |
| Senior executive work level standards | Not Applicable |
| ANZSCO Code | 312611 |
| PCAT Code | 1212292 |
| Date of Approval | 22 June 2021 |
| Agency Website | www.drnsw.nsw.gov.au or www.publicworks.nsw.gov.au |

Agency overview

The Department of Regional NSW is the central agency 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 (PW) is part of the Department of Regional NSW and supports local and state government agencies to deliver critical infrastructure initiatives by providing expert advisory, planning, design, delivery and support services. There's nothing abstract about what we do. Just look around. Our work is in the hospitals, dams, water treatment plants and high schools – the real foundations of prosperous communities. Every day we help shape the ambitious projects that bring progress to more people in NSW. From forging a more sustainable relationship with the land around us, to engineering the big ideas of the future. In every challenge we see the chance to build stronger and more connected communities. We do this by developing solutions that show creativity and grassroots ingenuity, providing impartial advice and support at all levels of government and the private sector, and partnering with experts to maximise the benefits of our knowledge and experience.

In PW offices all over the state, you'll find local expertise for local issues. We uncover the best talent, scrutinise cost and risk, and bridge the gap between private sector and government. By managing these nuances, projects we work on don't just get done, they become benchmarks others aspire to.

Primary purpose of the role

This role is part of the Business Operations team and provides high level advice, guidance and expertise, training and practical assistance to Public Works, 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 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 WHS and Environmental and Quality, including safe design and contract administration, aimed at maintaining Public Works' 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 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 Public Work Advisory's regular business operations.
- Promoting a WHS, Environmental and Quality culture, that encourages continuous improvement and staff maintain a high level of awareness and compliance.
- Promoting relevant design principles and planning for WHS, Environmental and Quality outcomes.
- 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. |

| Who | Why |
|------------------------------------|---|
| External | |
| 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. |
| 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 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

The role reports to the Director, Senior Operations Manager or Operations Manager.

Direct reports

n/a

Budget/Expenditure

As per the DRNSW and PW delegations manuals

Essential requirements

- Tertiary Qualifications in a related discipline and/or equivalent knowledge, skills and experience with a demonstrated commitment to ongoing professional development.
- Extensive knowledge of current WHS and Environmental legislation and regulations as they apply to construction.
- High level communication, negotiation and analytical skills, with the ability to work in complex and demanding environments.

- A valid NSW Driver's license and willingness to drive to remote locations which may include overnight stays.

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 |
| <div> Personal Attributes</div> | 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 |
| <div> Relationships</div> | 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 | <ul style="list-style-type: none">• Use facts, knowledge and experience to support recommendations | Intermediate |





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| | Gain consensus and commitment from others, and resolve issues and conflicts | <ul style="list-style-type: none"> • 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 | |
|  | 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 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 | 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 |
| | Act with Integrity | Be ethical and professional, and uphold and promote the public sector values | 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 |
| | Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Intermediate |
|  Business Enablers | 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 | Foundational |
| | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Adept |