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| **Cluster** | Planning, Industry and Environment |
| **Agency** | Department of Planning, Industry and Environment |
| **Division/Branch/Unit** | Resources Regulator / Mine Safety Inspectorate |
| **Location** | Various |
| **Classification/Grade/Band** | Inspector Grade 4 |
| **Role Number** | Generic |
| **ANZSCO Code** | 132411 |
| **PCAT Code** | 3119192 |
| **Date of Approval** | February 2020 |
| **Agency Website** | www.resourcesregulator.nsw.gov.au |

Agency overview

The Department of Planning, Industry and Environment is the lead NSW Government agency in planning for a growing NSW.

The new Cluster will drive for greater levels of integration and efficiency across key areas such as long-term planning, precincts, housing, property, infrastructure priorities, open space, the environment, our natural resources – land, water, mining – energy, and growing our industries. In particular, there will be redoubling of emphasis on regional NSW.

The NSW Resources Regulator is positioned within the Planning, Industry and Environment Cluster’s Environment, Energy and Science Group, and is the state’s work health and safety regulator for mines and petroleum sites. The Regulator also undertakes compliance and enforcement activities in relation to the *Mining Act 1992*, with a key focus on mine rehabilitation activities.

The Regulator was established on 1 July 2016 as a standalone regulator with the purpose of increasing industry and community confidence in the regulation of the mining industry through a consistent, transparent and responsive regulatory approach. Our vision is a safe and responsible mining, extractive and petroleum industry. Our mission is to enable and support industry to understand and fulfil its obligations.

Primary purpose of the role

Lead a team of inspectors and other technical experts in the exercise of statutory and administrative responsibilities to improve the health and safety performance at mines. The role overseas verification of effective risk management and incident prevention strategies implemented in the NSW mining industry through management of site inspections, assessments, investigation of incidents and complaints, application of compliance powers, consultation and education.

# Key accountabilities

* Assess, monitor, and review individual mine operator’s and other persons conducting business operations (PCBU’s) health and safety management systems to ensure regulatory compliance and that satisfactory standards are adopted and implemented.
* Manage teams carrying out announced and unannounced inspections and assessment activities at mine sites, including inspections on weekends and back shifts. Review assessment and inspection reports and enforcement actions. Maintain oversight to ensure corrective actions are addressed in a timely manner.
* Oversee investigations of complex incidents and complaints, including review of circumstances and determine causal factors and make recommendations to prevent recurrence. This includes responding to incidents and emergency situations outside of normal business hours, on a rostered basis.
* Lead and manage work plans, targeted assessment and intervention processes and procedures to

ensure a high standard of quality control and transparency, making appropriate evaluations and

recommendations.

* Manage enforcement activities to ensure mine operations comply with health and safety legislation including overseeing issuing of written advice, improvement, prohibition and penalty notices. This includes oversight of consultation with mine operators to ensure corrective actions are addressed in a timely manner.
* Oversee the triage and process written and verbal incident notifications in the Resources Regulator’s compliance enforcement system to ensure a timely, effective and appropriately escalated response.
* Provide technical expertise and advice relating to high-risk activity notifications, exemptions, applications and other technical matters.
* Create and manage targeted health and safety campaigns, workshops, working groups or committees, industry forums and community meetings to provide specialist knowledge and promote the Resource Regulators business plans and strategies. This includes participation in the development of standards and guidelines for the industry.

Key challenges

* Exercising leadership given a large geographical area containing a diverse range of mining operations, people and working conditions and maintaining community support as a result of targeted assessments and interventions in a mining operation given the employment and wealth to the region provided by the mine.
* Making decisions on challenging technical problems and enforcement actions, in an environment of incomplete information, where there are potentially significant economic and safety consequences to be weighed up.
* Maintaining current knowledge of the technical and scientific dimensions of work health and safety in mining workplaces and ensuring mine safety staff remain technically current and competent with rapid innovation and the development of new technologies in mining.

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| Chief Inspector / Deputy Chief Inspector | * Discuss and resolve issues relating to provision of resources, planning conflicts, management of technical information, outcomes and recommend strategic actions arising from assessment and intervention activities.
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| Executive Director | * Provide expert technical advice and liaise to formulate policy / direction.
* Provide expert technical strategic and operational advice to inform decision making on complex regulatory issues
* Collaborate on technical strategic development and business planning and to monitor organisational performance
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| Other Principal Inspectors  | * Develop productive and collaborative working relationships
* Engage in service design, delivery and assessment to continually improve delivery models and solutions
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| Inspectors | * Provide and receive advice on administrative and technical matters relating to the planning and execution of targeted assessment and intervention activities.
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| Team members  | * To monitor and manage all work done by the team to meet KPIs and quality standards, work planning, performance management, to provide leadership, support and guidance on regulatory and technical matters.
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| **External** |  |
| WHS duty holders, mine owners andoperators, statutory position holders,unions, equipment suppliers andservice providers | * Discuss the implementation, execution and outcomes of strategic safety assessment and intervention programs and compliance activities with these stakeholders.
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| Industry stakeholders, Government agencies | * Disseminate information and provide advice in relation to risk assessment and safety management systems.
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# Role dimensions

## Decision making

* Makes decisions regarding the management of staff undertaking inspection and assessment activities and is responsible for ensuring that services are delivered in a transparent and timely manner and within its allocated program budget.
* Manage and priorities scheduled assessment activities in consideration of allocated resources; other planned work; the nature of the assessment activity, and the potential impacts of unplanned activities.
* Guided by legislation, Departmental policies and procedures, Australian and International Standards and industry guidelines.

## Reporting line

The role reports to the Chief Inspector.

## Direct reports

Up to 16 direct reports, some on a project basis.

## Budget/Expenditure

TBC

## Essential requirements

* Must possess and maintain the qualifications to be appointed as an inspector under section 18(2)(a) of the *Work Health and Safety (Mines and Petroleum Sites) Act 2013*, and in accordance with the Resources Regulator policy on qualifications of mine safety inspectors.
* Must be able to work on weekends and backshifts and respond to incidents out of normal business hours on a rostered basis.
* Hold and maintain a current Class C driver licence.
* Appointment and ongoing assignment is subject to the satisfactory participation in mandatory pre-employment and ongoing probity and medical screening.
* Compliance with the key requirements of the Resources Regulator [Integrity Clearance](https://www.resourcesregulator.nsw.gov.au/__data/assets/pdf_file/0011/1197848/Policy-Integrity-Clearance.pdf) policy is **mandatory**, and a **condition of engagement** for staff engaged after 3 December 2019.
* Compliance with the key requirements of the Resources Regulator [Pecuniary Interests in the Regulated Sector](https://www.resourcesregulator.nsw.gov.au/__data/assets/pdf_file/0012/1197858/Policy-Pecuniary-interests-in-the-regulated-sector.pdf) policy is **mandatory**.

# 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](http://www.psc.nsw.gov.au/capabilityframework)

**Capability summary.**

| NSW Public Sector Capability Framework |
| --- |
| **Capability Group** | **Capability Name** | **Level** |
|  | Display Resilience and Courage | Advanced |
| **Act with Integrity** | **Highly Advanced** |
| **Manage Self** | **Advanced** |
| Value Diversity | Adept |
|  | **Communicate Effectively** | **Advanced** |
| **Commit to Customer Service** | **Adept** |
| **Work Collaboratively** | **Adept** |
| **Influence and Negotiate** | **Advanced** |
|  | Deliver Results | Advanced |
| Plan and Prioritise | Advanced |
| Think and Solve Problems | Advanced |
| **Demonstrate Accountability** | **Advanced** |
|  | Finance | Adept |
| **Technology** | **Adept** |
| Procurement and Contract Management | Adept |
| **Project Management** | **Advanced** |
|  | **Manage and Develop People** | **Advanced** |
| Inspire Direction and Purpose | Advanced |
| Optimise Business Outcomes | Adept |
| Manage Reform and Change | Adept |

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.

## 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**Act with Integrity | Highly Advanced | Champion and act as an advocate for the highest standards of ethical and professional behaviour Drive a culture of integrity and professionalism across the organisation, and in dealings cross-government, cross-jurisdiction and outside of governmentDefine, communicate and evaluate ethical practices, standards and systems and reinforce their use Create and promote a climate in which staff feel able to report apparent breaches of rules, policies and guidelines and act promptly and visibly in response to such reports |
| **Personal Attributes**Manage Self | Advanced | Act as a professional role model for colleagues, set high personal goals and take pride in their achievementActively seek, reflect and act on feedback on own performanceTranslate negative feedback into an opportunity to improveMaintain a high level of personal motivationTake the initiative and act in a decisive way |
| **Relationships**Communicate Effectively | Advanced | Present with credibility, engage varied audiences and test levels of understandingTranslate technical and complex information concisely for diverse audiencesCreate opportunities for others to contribute to discussion and debateActively listen and encourage others to contribute inputsAdjust style and approach to optimise outcomesWrite fluently and persuasively in a range of styles and formats |
| **Relationships**Commit to Customer Service | Adept | Take responsibility for delivering high quality customer-focused servicesUnderstand customer perspectives and ensure responsiveness to their needsIdentify customer service needs and implement solutionsFind opportunities to co-operate with internal and external parties to improve outcomes for customers Maintain relationships with key customers in area of expertiseConnect and collaborate with relevant stakeholders within the community |
| **Relationships**Work Collaboratively | Adept | Encourage a culture of recognising the value of collaborationBuild co-operation and overcome barriers to information sharing and communication across teams/units Share lessons learned across teams/unitsIdentify opportunities to work collaboratively with other teams/ units to solve issues and develop better processes and approaches to work |
| **Relationships**Influence and Negotiate | Advanced | Influence others with a fair and considered approach and present persuasive counter-argumentsWork towards mutually beneficial win/win outcomesShow sensitivity and understanding in resolving acute and complex conflictsIdentify key stakeholders and gain their support in advanceEstablish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromisePre-empt and minimise conflict within the organisation and with external stakeholders |
| **Business Enablers**Demonstrate Accountability | Advanced | * Design and develop systems to establish and measure accountabilities
* Ensure accountabilities are exercised in line with government and business goals
* Exercise due diligence to ensure work health and safety risks are addressed
* Oversee quality assurance practices
* Model the highest standards of financial probity, demonstrating respect for public monies and other resources
* Monitor and maintain business unit knowledge of and compliance with legislative and regulatory frameworks
* Incorporate sound risk management principles and strategies into business planning
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| **Business Enablers** Technology  | Adept  | Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks Identify opportunities to use a broad range of communications technologies to deliver effective messages Understand, act on and monitor compliance with information and communications security and use policies Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business Support compliance with the records, information and knowledge management requirements of the organisation  |
| **Business Enablers** Project Management  | Advanced  | 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 directionsImplement 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 planningDevelop effective strategies to remedy variances from project plans, and minimise impactsManage transitions between project stages and ensure that changes are consistent with organisational goals |
| **People Management** Manage and Develop People | Advanced | Refine roles and responsibilities over time to achieve better business outcomesRecognise talent, develop team capability and undertake succession planning Coach and mentor staff and encourage professional development and continuous learningProvide timely, constructive and objective feedback to staffAddress and resolve team and individual performance issues, including serious unsatisfactory performance, in a timely and effective wayImplement performance development frameworks to align workforce capability with the organisation’s current and future priorities and objectives |