Role Description
WHS Partner

Cluster	Transport for NSW
Agency	Roads and Maritime Services
Division/ Branch/ Unit	Technical & Project Services / Work Health & Safety / SaWPO
Location	Various
Classification/ Grade/ Band	USS11
Role Number	Various
ANZSCO Code	251312
PCAT Code	1224592
Date of Approval	22-Aug-18
Agency Website	http://www.rms.nsw.gov.au/

Agency overview

Roads & Maritime Services (RMS) was formed on 1 November 2011 with key accountabilities:

- Delivery of new roads and maritime infrastructure to optimise safety and effective & efficient use
- Effective & efficient traffic management and use of the road and maritime network
- Execution of road and maritime safety policies and regulations
- Maintenance of the road and maritime infrastructure to optimise safety, traffic management and asset life

RMS is part of a new integrated transport authority led by Transport for NSW (TfNSW) that aims to create a better transport system, one that is fundamentally designed around the needs and expectations of customers, communities and the economy.

The other delivery focused Transport Agencies include Sydney Trains, NSW Trains and the State Transit Authority. The Private Transport Operators include Private Ferry operators and Private Bus operators.

Primary purpose of the role

Responsible for supporting the delivery and implementation, in strategic partnership with Roads and Maritime duty holders, of the Roads and Maritime safety management system (OneRMS SMS) within Technical & Project Services division, and to ensure the alignment with Roads and Maritime safety management system standards of key industry partners, to assist Roads and Maritime fulfil its duty of care under work health and safety legislation.

Key accountabilities

- Work in partnership with duty holders to implement and maintain the Roads and Maritime safety management system standards within the assigned Roads and Maritime division(s) or business service

areas and associated external PCBUs, consistent with its WHS risk profile to assist in making sure Roads and Maritime fulfils its duty of care.

- Identify, in conjunction with Divisional stakeholders, opportunities to improve the application and performance of the Roads and Maritime safety management system within the assigned division and work with the Work Health and Safety Branch (WHSB) to lead the implementation of practicable outcome focused solutions to influence duty holders to apply those solutions.
- Maintain an up to date and very high level of WHS technical and non-technical competency and apply this competency throughout the assigned division(s) and associated external PCBUs to assist in making sure Roads and Maritime fulfils its duty of care.
- Act as a regional and local representative and key point of contact for the Roads and Maritime safety management system within the assigned division(s) to influence duty holders to continuously improve Roads and Maritime safety management system performance.
- Collaborate with other WHSB personnel and duty holders to enable a coordinated, integrated and systematic approach across Roads and Maritime and associated external PCBUs to ensure WHS interface risks are managed to assist in making sure Roads and Maritime fulfils its duty of care.
- Obtain and share WHS knowledge and learning, such as Human Resources Circulars, Safety Alerts and newsletters, to influence business lead proactive WHS risk management.
- Contribute to WHSB by being flexible in work location and subject matter to provide superior service and optimal WHS outcomes across the business.

Key challenges

- Embedding a consistent understanding with divisional Roads and Maritime and other duty holders of the extent of their duty of care to assist in making sure that they fulfil their WHS legal obligations.
- Ensuring that divisional Roads and Maritime's and other duty holders' safety management processes meet the requirements of the Roads and Maritime safety management system to ensure Roads and Maritime consistently fulfils its duty of care obligations.
- Ensuring that the design and application of the Roads and Maritime safety management system within the division drives the achievement of both WHS and other service delivery objectives.

Key relationships

Who	Why
Internal	
WHS Manager	• Take Guidance and direction
	• Discuss and Identify opportunities to improve the application and performance of the Project Office
	• Strategy and reporting for WHS within the Project Office
	• WHS issue escalation and resolution across SaWPO
PO Project Team: Project Directors Senior Project Managers Project Managers	• Discuss and Identify opportunities to improve the application and performance of the safety management system
	• Key decision makers for project office projects and support WHS success
	• Strategy and reporting for WHS for the project office projects
	• WHS issue escalation and resolution for project office projects
Other WHS Partners	• Collaborate and share information

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Who	Why
Other internal colleagues	• Collaborate and share information – as required

External	
Industry Partner contacts	• Keep abreast of latest trends in the discipline • Collaborate and share information – as required
External suppliers	• Liaise and coordinate with technology solution providers

Role dimensions

Decision making

As per delegation

Reporting line

Manager, WHS - SaWPO

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

• Tertiary qualifications at a minimum level of Advanced Diploma or Graduate Diploma in WHS or an equivalent level of professional experience including demonstrated application of a significant range of fundamental principles and techniques across a variety of contexts in a large and complex organisation.
• Thorough understanding of current health and safety issues and extensive experience in the interpretation and practical application of relevant WHS and related legislation and statutory requirements.
• Extensive experience in designing, implementing, monitoring and reporting on WHS programs, including WHS inspections and audits.

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.

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NSW Public Sector Capability Framework		
Capability Group	**Capability Name**	**Level**
Personal Attributes	**Display Resilience and Courage**	**Adept**
	Act with Integrity	Adept
	Manage Self	**Advanced**
	Value Diversity	Intermediate
Relationships	**Communicate Effectively**	**Advanced**
	Commit to Customer Service	Adept
	Work Collaboratively	**Adept**
	Influence and Negotiate	Adept
Results	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	**Advanced**
Business Enablers	Finance	Intermediate
	Technology	**Adept**
	Procurement and Contract Management	Intermediate
	Project Management	**Adept**

Focus capabilities

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Display Resilience and Courage	Adept	• 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
Personal Attributes Manage Self	Advanced	• Act as a professional role model for colleagues, set high personal goals and take pride in their achievement • Actively seek, reflect and act on feedback on own performance • Translate negative feedback into an opportunity to improve • Maintain a high level of personal motivation • Take the initiative and act in a decisive way
Relationships	Advanced	• Present with credibility, engage varied audiences and test levels of understanding

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Communicate Effectively		• Translate technical and complex information concisely for diverse audiences • Create opportunities for others to contribute to discussion and debate • Actively listen and encourage others to contribute inputs • Adjust style and approach to optimise outcomes • Write fluently and persuasively in a range of styles and formats
Relationships Work Collaboratively	Adept	• Encourage a culture of recognising the value of collaboration • Build co-operation and overcome barriers to information sharing and communication across teams/units • Share lessons learned across teams/units • Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work
Results 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
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	Adept	• Prepare clear project proposals and define scope and goals in measurable terms • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Prepare accurate estimates of costs and resources required for more complex projects • Communicate the project strategy and its expected benefits to

		others
		• Monitor the completion of project milestones against goals and initiate amendments where necessary
		• Evaluate progress and identify improvements to inform future projects