



ROLE DESCRIPTION

SENIOR ADVISOR SAFETY PROGRAMS

Cluster	Stronger Communities
Directorate / Business Unit	People and Strategy Health and Safety
Role Number	52017484
Grade	RFS Level 8/9
ANZSCO Code	251312
PCAT Code	1224592
Date of Approval	2 November 2021
Website	www.rfs.nsw.gov.au

About Us

The NSW Rural Fire Service (NSW 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 NSW 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 NSW 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 NSW 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 NSW RFS responds to a range of emergencies including structure fires, motor vehicle accidents and storms that occur within rural fire districts.

Role Purpose

The role develops and implements a broad range of health and safety unit programs and initiatives to support and facilitate service delivery to the diverse and dynamic membership of the NSW RFS.

Key Accountabilities

1. Design and coordinate Health and Safety programs, initiatives and training aligned with best practice standards to deliver effective outcomes.
2. Provide advice and support to stakeholders to enable implementation of Health and Safety programs.
3. Develop, implement, and monitor Health and Safety programs to ensure sufficient resourcing and effective delivery.
4. Lead timely and comprehensive analysis of information related to Health and Safety initiatives and report on emerging trends and risks to inform key decision making.
5. Engage and consult with internal and external stakeholders to ensure programs align with service delivery needs and requirements.
6. Work collaboratively with consultants and service providers to meet the program objectives within the NSW RFS for Health and Safety, workers compensation, counselling and mental health related services.

7. Lead projects to support NSW RFS corporate objectives for Health and Safety.

Essential Requirements

- A Diploma in a relevant discipline, or equivalent expertise.
- A current driver licence and ability to travel.
- 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 of project management and methodologies.
- Ability to use Microsoft office suite of products to develop project plans, documents and project tools.
- Knowledge of Health and Safety and workers compensation legislation.
- Knowledge of medical treatment and terminology.
- Experience in the development of policy documents, procedures and doctrine.
- Genuine appreciation and understanding of a volunteer-based community service.

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.
- Routinely makes their own decisions concerning assigned work and related matters, operating within standards, policies, procedures and relevant legislation.
- The incumbent seeks advice about matters that may be outside the scope of their normal activities or that might attract significant criticism or concern.

Reporting Line

The role reports to the Manager Safety.

Direct Reports

Nil.

Budget/Expenditure

Nil.

Key Relationships – Internal

Who	Why
➤ Manager	<ul style="list-style-type: none">➤ Work in close collaboration to ensure the seamless delivery of services.➤ Identify emerging issues/risks and escalate.
➤ Team	<ul style="list-style-type: none">➤ Provide professional guidance and development to build capability and ensure consistent quality and accessible service provision.
➤ Executive, Managers and Supervisors	<ul style="list-style-type: none">➤ Maintain an inter-unit 'teams based' approach that builds capacity and has a focus on the provision of quality services.
➤ NSW RFS Members	<ul style="list-style-type: none">➤ Develop and maintain effective working relationships and open channels of communication across the agency to effectively contribute to better outcomes for our members and the community.





Who	Why
➤ Internal Committees	➤ Participate in/facilitate WHS related committees and other consultative groups/forums, providing advice and technical support.

Key Relationships – External

Who	Why
➤ Other emergency services groups and professional bodies	➤ Work collaboratively to develop and communicate relevant research and practice outcomes.
➤ Lawyers/Solicitors	➤ Liaise with and provide response to WHS.

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	Intermediate
	Act with Integrity	Adept
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Project Management	Adept
	Procurement and Contract Management	Foundational
	Technology	Intermediate