|  |  |
| --- | --- |
| **Portfolio** | Primary Industries & Regional Development |
| **Department** | Department of Primary Industries and Regional Development |
| **Division/Branch/Unit** | NSW Resources / NSW Resources Regulator |
| **Location** | Various |
| **Role number** | Generic |
| **Classification/Grade/Band** | Inspector Grade 3 |
| **ANZSCO Code** | 312611 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | June 2020 (updated August 2024) |
| **Agency Website** | www.dpird.nsw.gov.au |

Agency overview

The Department of Primary Industries and Regional Development (DPIRD) is the department dedicated to growing primary industries and supporting regional economic development to deliver long term benefits to the state. Our focus is to protect, support and develop our primary industries, mining sector, and regions.

DPIRD brings together Agriculture; Biosecurity; Forestry and Fishing; Local Land Services; NSW Resources; Regional Development and Delivery; the Regional Growth NSW Development Corporation; NSW Public Works and Soil Conservation Service.

We have nearly 5,000 employees, with almost 80 per cent of us living and working in regional NSW.

NSW Resources sets strategic policy for the state’s mineral and energy resources, gathers, analyses and disseminates geoscientific information, and assesses and determines applications for mineral and petroleum titles for exploration activities and extractive uses.

NSW Resources is committed to delivering strong and quality outcomes, with the vision of our minerals and petroleum resources generating prosperity for the people of NSW.

Primary purpose of the role

Exercise statutory and administrative responsibilities as an Inspector to improve the health and safety performance at mines. The focus of the role is to verify that effective risk management and incident prevention strategies are implemented in the NSW mining industry through 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 health and safety management systems to ensure regulatory compliance and that satisfactory standards are adopted and implemented.
* Carry out announced and unannounced inspections and assessment activities at mine sites, including inspections on weekends and back shifts. Prepare and record assessment and inspection reports and inform mine operators of their compliance status in writing.
* Consult with mine operators to ensure corrective actions are addressed in a timely manner and assist these operators in scheduling improvement actions to ensure the health and safety of persons at their operations.
* Investigate incidents and complaints, to review circumstances and determine causal factors and make recommendations to prevent recurrence.
* Carry out enforcement activities to ensure mine operations comply with health and safety legislation. This includes issuing written advice, improvement and prohibition notices.
* On a rostered basis, respond to incidents and emergency situations at mine sites outside of normal business hours.
* Provide technical expertise and advice to the Resources Regulator and mine operators relating to high-risk activity notifications, exemptions and other technical matters.
* Participate in targeted health and safety campaigns, workshops, working groups or committees, industry forums and community meetings to provide specialist knowledge and promote the Resources Regulator’s business plans and strategies.

Key challenges

* Negotiating with and influencing mine operators who may have a limited understanding of their legal obligations, or who may be concerned at the possible implications of compliance action.
* Gaining the confidence of mine operators and workers, through the development of cooperative and open relationships.
* Maintaining the necessary levels of knowledge in best practice, given the variety of legislative requirements and rapid changes in technology and anticipating the health and safety issues arising from new technology.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Principal Inspector | * Provide reports on business activities and compliance issues * Seek advice on the proposed work program, analysis of health and safety data, mine site incidents and developments, industry work practices and development of health and safety management systems |
| Mine inspectors and other Resources Regulator staff | * Deliver information and seek advice on operational matters, compliance issues and the provision of advice to external parties |
| **External** |  |
| Mine Operators including management and worker representatives | * Gather information for the purpose of improving health and safety and ensuring compliance with the relevant legislation, providing advice and support to deal with operational matters |
| Industry suppliers, designers and manufacturers | * Ensure that plant and substances are safe and without risks to health and safety when properly used |
| State Government agencies, Local Government authorities, universities, research organisations, NSW Mines Rescue Service and union officials | * Gather information, partner and consult with other stakeholders to improve the health and safety performance at mines and mining operations; build and maintain effective and supportive relationships and engage in dialogue to development systems for mining operations and participating in safety campaigns, workshops and working groups |

# Role dimensions

## Decision making

* This role has some autonomy in relation to investigative matters and enforcement actions and makes independent decisions relating to regulatory compliance and negotiations with mine operators on timetables for compliance.
* The position holder is guided in their decision making by experience in mine health and safety management systems, legislation, Codes of Practice, Australian and International Standards and applicable Resource Regulator policies and procedures.
* This role consults with the Principal Inspector when prioritising assessment and compliance activities and any matters having a potential state-wide industry impact or that are sensitive to local communities.
* The position holder provides advice to operators regarding the results of assessments, safe operating practices and strategies to improve health and safety at the workplace.

## Reporting line

This role reports to a Principal Inspector or the Director of Technical Operations

## Direct reports

Nil

## Budget/Expenditure

Nil

Key knowledge and experience

* A person will only 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:
* for a person who is to be an inspector of electrical engineering - the qualifications required to be nominated to exercise the statutory functions of Electrical Engineering Manager or Electrical Engineer at the type of mine to which the person’s inspections will relate, or qualifications (being knowledge, skills and adequate experience in mining operations) that the Chief Inspector determines to be equivalent to those qualifications.

Essential requirements

* 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.
* Compliance with 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 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**.
* Appointment and ongoing assignment is subject to the satisfactory participation in ongoing health screening.
* Compliance with pre-employment probity screening is mandatory and a condition of engagement.

# Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-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** |
|  | **Act with Integrity**  Be ethical and professional, and uphold and promote the public sector values | | Model the highest standards of ethical and professional behaviour and reinforce their use  Represent the organisation in an honest, ethical and professional way and set an example for others to follow  Promote a culture of integrity and professionalism within the organisation and in dealings external to government  Monitor ethical practices, standards and systems and reinforce their use  Act promptly on reported breaches of legislation, policies and guidelines | Advanced |
| **Manage Self**  Show drive and motivation, an ability to self-reflect and a commitment to learning | | 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  Take the initiative and act in a decisive way  Demonstrate a strong interest in new knowledge and emerging practices relevant to the organisation | Advanced |
|  | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | | Present with credibility, engage diverse audiences and test levels of understanding  Translate technical and complex information clearly and concisely for diverse audiences  Create opportunities for others to contribute to discussion and debate  Contribute to and promote information sharing across the organisation  Manage complex communications that involve understanding and responding to multiple and divergent viewpoints  Explore creative ways to engage diverse audiences and communicate information  Adjust style and approach to optimise outcomes  Write fluently and persuasively in plain English and in a range of styles and formats | Advanced |
| **Commit to Customer Service**  Provide customer-focused services in line with public sector and organisational objectives | | Focus on providing a positive customer experience  Support a customer-focused culture in the organisation  Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers  Identify and respond quickly to customer needs  Consider customer service requirements and develop solutions to meet needs  Resolve complex customer issues and needs  Cooperate across work areas to improve outcomes for customers | Intermediate |
| **Influence and Negotiate**  Gain consensus and commitment from others, and resolve issues and conflicts | | 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 diverse perspectives and the need for compromise in negotiating mutually agreed outcomes  Influence others with a fair and considered approach and sound arguments  Show sensitivity and understanding in resolving conflicts and differences  Manage challenging relationships with internal and external stakeholders  Anticipate and minimise conflict | Adept |
|  | **Deliver Results**  Achieve results through the efficient use of resources and a commitment to quality outcomes | | Use own and others’ expertise to achieve outcomes, and take responsibility for delivering intended outcomes  Make sure staff understand expected goals and acknowledge staff success in achieving these  Identify resource needs and ensure goals are achieved within set budgets and deadlines  Use business data to evaluate outcomes and inform continuous improvement  Identify priorities that need to change and ensure the allocation of resources meets new business needs  Ensure that the financial implications of changed priorities are explicit and budgeted for | Adept |
| **Demonstrate Accountability**  Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | | Assess work outcomes and identify and share learnings to inform future actions  Ensure that own actions and those of others are focused on achieving organisational outcomes  Exercise delegations responsibly  Understand and apply high standards of financial probity with public monies and other resources  Identify and implement safe work practices, taking a systematic risk management approach to ensure own and others’ health and safety  Conduct and report on quality control audits  Identify risks to successfully achieving goals, and take appropriate steps to mitigate those risks | Adept |
|  | **Project Management**  Understand and apply effective planning, coordination and control methods | | Perform basic research and analysis to inform and support the achievement of project deliverables  Contribute to developing project documentation and resource estimates  Contribute to reviews of progress, outcomes and future improvements  Identify and escalate possible variances from project plans | Intermediate |

# 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** |
| A close-up of a sign  Description automatically generated | Display Resilience and Courage | | Be open and honest, prepared to express your views, and willing to accept and commit to change | Adept |
| Value Diversity and Inclusion | | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
| A close-up of a sign  Description automatically generated | Work Collaboratively | | Collaborate with others and value their contribution | Adept |
| A green square with a check mark in it  Description automatically generated | 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 | Advanced |
| A purple square with black gears  Description automatically generated | 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 | Intermediate |
| Procurement and Contract Management | | Understand and apply procurement processes to ensure effective purchasing and contract performance | Intermediate |