

# Role Description

## Safety Advisor



Cluster	Stronger Communities
Department/Agency	NSW State Emergency Service
Division/Branch/Unit	People & Development
Location	State Headquarters
Classification/Grade/Band	Clerk Grade 7/8
Kind of Employment	Ongoing
ANZSCO Code	251312
Role Number	52020567, 52020209
PCAT Code	3324592
Date of Approval	20 December 2023
Agency Website	<a href="http://www.ses.nsw.gov.au">www.ses.nsw.gov.au</a>

### Agency overview

Our Mission: NSW SES saving lives and creating safer communities.

Our Vision: A trusted volunteer-based emergency service, working together to deliver excellence in community preparedness and emergency response.

The NSW State Emergency Service (NSW SES) is an emergency and rescue service made up entirely of volunteers and supported by a small staff contingent. NSW SES is a key influence of other emergency service agencies and collaborates closely with these partners to modernise and grow volunteering to save lives and protect communities.

While major responsibilities are for flood, storm operations and tsunamis, the NSW SES also provides most of the general rescue effort in the rural parts of the state. This includes road accident rescue, vertical rescue, bush search and rescue, evidence searches (both metropolitan and rural), other forms of specialist rescue that may be required due to local threats, Urban Search and Rescue and Community First Response.

### Primary Purpose of the role

The role of the Safety Advisor is to contribute and support NSW SES staff and volunteer members to meet legislative requirements and continually improve the safety culture across the agency. This role will have responsibilities for providing and ensuring that safe work practices and initiatives are maintained and supported throughout the agency. The role will be providing advice, implementing strategies, policies, and operational procedures in accordance with legislation, supporting a safety culture across the agency to ensure the prevention of injuries/illness to our members and equip members with the knowledge to sustain and enhance their safety while undertaking duties.

The Safety Advisor will be instrumental in assisting our members to identify and mitigate safety risks and hazards across all of our activities. It is key that our members are aware of how to raise safety concerns across the agency and are supported in resolving them as far as reasonably practicable. This role is pivotal

in assisting the Safety team to communicate safety messaging to keep our members safe and to raise awareness of safety concerns and seek their resolution in a constructive and collaborative manner.

## Key accountabilities

- Implement, monitor and continuously review the Safety Management System, strategies, policies and procedures to ensure compliance with relevant legislation and codes of practice to improve continually improve the agency's safety culture.
- Support the reporting of the agency's Work Health and Safety (WHS) performance and reporting systems and provide advice and reports to management on safety matters and updates on safety risk strategies to support effective planning and decision-making regarding safety.
- Review and monitor changes in legislation and codes of practice ensuring policies and procedures are compliant and leaders and members across the agency are informed of their obligations under WHS legislation.
- Provide proactive and timely advice and recommendations to leaders on emerging trends and issues to contribute to effective decision making and facilitate the implementation of safe work practices.
- Promote safety to all members across the agency, providing current advice and instruction on safety matters.

## Key challenges

- Be able to interpret legislative changes into the agency context and support leaders and members adhere to obligations and requirements across the agency.
- Maintain agency wide engagement on matters that require WHS input and provide support in these areas.
- Monitor safety risks associated with all activities undertaken by the agency and ensure preventative measures are implemented in a dynamic work environment ensuring members safety and wellbeing.

## Key relationships

Who	Why
<b>Internal</b>	
Senior Manager Safety & Wellbeing	<ul style="list-style-type: none"> <li>• Receive guidance and direction on priorities and initiatives.</li> <li>• Provide regular updates, advice, information and recommendations on safety matters, projects and priorities.</li> </ul>
Senior Risk Analyst	<ul style="list-style-type: none"> <li>• Demonstrate initiative to inform of projects and activities ensuring the agency meets its safety obligations with the WHS legislation.</li> <li>• Provide updates on various forums where safety is represented and maintain working relationships with all key stakeholders.</li> </ul>
Managers and Commanders within NSW SES	<ul style="list-style-type: none"> <li>• Provide sound professional advice regarding safety and WHS.</li> <li>• Provide expert advice, guidance and recommendations in the management of safety risks and hazards across the agency.</li> </ul>
Reporting Staff	<ul style="list-style-type: none"> <li>• Supervise, lead and motivate team members responsible for safety management across the agency.</li> </ul>
People & Development Directorate	<ul style="list-style-type: none"> <li>• Provide advice regarding safety matters that may impact the wider agency.</li> </ul>

Who	Why
	<ul style="list-style-type: none"> <li>Work collaboratively to ensure integrated decision making and consistency of WHS safety communication.</li> </ul>
NSW SES key stakeholders	<ul style="list-style-type: none"> <li>Share information and provide guidance as requested.</li> <li>Assist with WHS training and support members to meet their legislative obligations.</li> <li>Work collaboratively with key stakeholders across the agency in ensuring the safety of members is enhanced.</li> </ul>
NSW SES members	<ul style="list-style-type: none"> <li>Provide guidance, advice and training to build WHS capability and improve safety.</li> <li>Support members to undertake safe work practices and ensure risk management and safety are taken seriously.</li> </ul>
External	
External stakeholders	<ul style="list-style-type: none"> <li>Develop and maintain effective working relationships to ensure the successful delivery of various health and wellbeing initiatives, activities and programs.</li> </ul>

## Role dimensions

### Decision making

The Safety Advisor exercises independence and autonomy to manage work within their broad framework set by the Senior Manager. It ensures decisions are made within the scope of the role, ensuring accuracy of work and a fair and diligent process is undertaken for all members. The individual will determine their day-to-day priorities, prepare reports, submissions, correspondence and briefs with direction from their supervisor. The role holder will decide on the content of information provided to members, management and other stakeholders and base decisions on best practice in safety management and legislative compliance.

### Reporting line

The role reports to the Manager Safety

### Direct reports

Two (2)

### Budget/Expenditure

As per NSW SES Delegations Manual

## Essential requirements

- Relevant tertiary qualifications (Diploma of Work Health and Safety (or equivalent) and relevant professional experience.
- Demonstrated professional work experience developing, coordinating, and implementing safety projects, activities and initiatives.
- Thorough knowledge of AIIMS principles and processes, and/or willingness to obtain competence within 12 months.
- Valid Driver's License's and/or the ability to travel to SES unit locations.





You will be required to participate in activities to support the agency during operational or emergency responses at NSW SES locations in the state, where the requirements are within the scope of your skills, knowledge, and capabilities. You may also be required to participate in an on-call roster.

## 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

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.

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

## NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
	<b>Manage and Develop People</b>	<b>Adept</b>
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Foundational
	Manage Reform and Change	Foundational

### 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
<b>Personal Attributes</b>		
Value Diversity & Inclusion	Adept	<ul style="list-style-type: none"> <li>Promote the value of diversity and inclusive practices for the organisation, customers and stakeholders</li> <li>Demonstrate cultural sensitivity, and engage with and integrate the views of others</li> <li>Look for practical ways to resolve any barriers to including people from diverse cultures, backgrounds and experiences</li> <li>Recognise and adapt to individual abilities, differences and working styles</li> <li>Support initiatives that create a safe and equitable workplace and culture in which differences are valued</li> <li>Recognise and manage bias in interactions and decision making</li> </ul>
<b>Relationships</b>		
Communicate Effectively	Adept	<ul style="list-style-type: none"> <li>Tailor communication to diverse audiences</li> <li>Clearly explain complex concepts and arguments to individuals and groups</li> <li>Create opportunities for others to be heard, listen attentively and encourage them to express their views</li> <li>Share information across teams and units to enable informed decision making</li> <li>Write fluently in plain English and in a range of styles and formats</li> <li>Use contemporary communication channels to share information, engage and interact with diverse audiences</li> </ul>
Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>Encourage a culture that recognises the value of collaboration</li> <li>Build cooperation and overcome barriers to information sharing and communication across teams and units</li> <li>Share lessons learned across teams and units Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Results</b> Demonstrate Accountability	Adept	<ul style="list-style-type: none"> <li>Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services</li> <li>Assess work outcomes and identify and share learnings to inform future actions</li> <li>Ensure that own actions and those of others are focused on achieving organisational outcomes</li> <li>Exercise delegations responsibly</li> <li>Understand and apply high standards of financial probity with public monies and other resources</li> <li>Identify and implement safe work practices, taking a systematic risk management approach to ensure own and others' health and safety</li> <li>Conduct and report on quality control audits Identify risks to successfully achieving goals, and take appropriate steps to mitigate those risks</li> </ul>
<b>Results</b> Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> <li>Identify the facts and type of data needed to understand a problem or explore an opportunity</li> <li>Research and analyse information to make recommendations based on relevant evidence</li> <li>Identify issues that may hinder the completion of tasks and find appropriate solutions</li> <li>Be willing to seek input from others and share own ideas to achieve best outcomes</li> <li>Generate ideas and identify ways to improve systems and processes to meet user needs</li> </ul>
<b>Business Enablers</b> Project Management	Intermediate	<ul style="list-style-type: none"> <li>Perform basic research and analysis to inform and support the achievement of project deliverables</li> <li>Contribute to developing project documentation and resource estimates</li> <li>Contribute to reviews of progress, outcomes and future improvements</li> <li>Identify and escalate possible variances from project plans</li> </ul>
<b>People Management</b> Manage and Develop People	Adept	<ul style="list-style-type: none"> <li>Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes</li> <li>Adjust performance development processes to meet the diverse abilities and needs of the individuals and teams</li> <li>Develop work plans that consider capability, strengths and opportunities for development</li> <li>Be aware of the influences of bias when managing team members</li> <li>Seek feedback on own management capabilities and develop strategies to address any gaps</li> <li>Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"><li>• Monitor and report on team performance in line with established performance development frameworks</li></ul>

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