

# Role Description

## WHS Partner



Transport  
for NSW

Cluster	Transport for NSW
Agency	Legacy Transport for NSW Services
Division/ Branch/ Unit	Infrastructure and Place / SER / WSPO
Location	Parramatta
Classification/ Grade/ Band	USS11
Role Number	
ANZSCO Code	
PCAT Code	
Date of Approval	
Agency Website	<a href="http://www.TfNSW.nsw.gov.au/">http://www.TfNSW.nsw.gov.au/</a>

### Agency overview

At Transport, we're passionate about making NSW a better place to live, work and visit. Our vision is to give everyone the freedom to choose how and when they get around, no matter where they live.

Transport for NSW is delivering an unprecedented \$55.6b investment into a truly game changing Future Transport strategy. We are also evolving, bringing together new and existing transport modes, cutting edge technologies and getting smarter at how we do it. We are changing to deliver more connected journeys, greater satisfaction and safer transport for our customers, both now and for the future.

At Transport, we're also committed to creating a diverse, inclusive and flexible workforce, which reflects the community and the customers we serve.

Our organisation – Transport for NSW – is comprised of seven integrated divisions that focus on achieving community outcomes for the greater good and on putting our customers at the centre and our people at the heart of everything we do.

### Primary purpose of the role

Responsible for supporting the delivery and implementation, in strategic partnership with Roads and Maritime duty holders, of the Transport for NSW safety management system within the Infrastructure and Place division, and to ensure the alignment with Transport for NSW safety management system standards of key industry partners, to assist Transport for NSW fulfil its duty of care under work health and safety legislation. This role is also expected to provide WHS support to other parts of I&P as directed by the Manager WHS partnerships, WSPO.

## Key accountabilities

- Work in partnership with duty holders to implement and maintain the Transport for NSW safety management system standards within the assigned Transport for NSW division(s) or business service areas and associated external PCBUs, consistent with its WHS risk profile to assist in making sure Transport for NSW fulfils its duty of care.
- Identify, in conjunction with Divisional stakeholders, opportunities to improve the application and performance of the Transport for NSW safety management system within the assigned division and work with the Safety, Environment and Regulation (SER) division 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 Transport for NSW fulfils its duty of care.
- Act as a regional and local representative and key point of contact for the Transport for NSW safety management system within the assigned division(s) to influence duty holders to continuously improve Transport for NSW safety management system performance.
- Collaborate with other SER personnel and duty holders to enable a coordinated, integrated and systematic approach across Transport for NSW and associated external PCBUs to ensure WHS interface risks are managed to assist in making sure Transport for NSW 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 support SER 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 Transport for NSW 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 Transport for NSW's and other duty holders' safety management processes meet the requirements of the Transport for NSW safety management system to ensure Transport for NSW consistently fulfils its duty of care obligations.
- Influencing the Health and Safety in Design (HSiD) process to improve Project outcomes across the entire lifecycle of the Asset
- Ensuring that the design and application of the Transport for NSW safety management system within the division drives the achievement of both WHS and other service delivery objectives.

## Role dimensions

### Decision making

As per delegation

### Reporting line

Manager, WHS - WSPO

### Direct reports

Nil

## Budget/Expenditure

Nil

## Key relationships

Who	Why
<b>Internal</b>	
WHS Manager	<ul style="list-style-type: none"><li>• Take Guidance and direction</li><li>• Discuss and Identify opportunities to improve the application and performance of the Project Office</li><li>• Strategy and reporting for WHS within the Project Office</li><li>• WHS issue escalation and resolution across SaWPO</li></ul>
PO Project Team: Project Directors Senior Project Managers Project Managers	<ul style="list-style-type: none"><li>• Discuss and Identify opportunities to improve the application and performance of the safety management system</li><li>• Key decision makers for project office projects and support WHS success</li><li>• Strategy and reporting for WHS for the project office projects</li><li>• WHS issue escalation and resolution for project office projects</li></ul>
Other WHS Partners	<ul style="list-style-type: none"><li>• Collaborate and share information</li></ul>
Who	Why
Other internal colleagues	<ul style="list-style-type: none"><li>• Collaborate and share information – as required</li></ul>
<b>External</b>	
Industry Partner contacts	<ul style="list-style-type: none"><li>• Keep abreast of latest trends in the discipline</li><li>• Collaborate and share information – as required</li></ul>
External suppliers	<ul style="list-style-type: none"><li>• Liaise and coordinate with technology solution providers</li></ul>

## 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](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
 Personal Attributes	<b>Display Resilience and Courage</b>	<b>Adept</b>
	Act with Integrity	Adept
	<b>Manage Self</b>	<b>Advanced</b>
	Value Diversity	Intermediate
 Relationships	<b>Communicate Effectively</b>	<b>Advanced</b>
	Commit to Customer Service	Adept
	<b>Work Collaboratively</b>	<b>Adept</b>
	Influence and Negotiate	Adept
 Results	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	<b>Demonstrate Accountability</b>	<b>Advanced</b>
 Business Enablers	Finance	Intermediate
	<b>Technology</b>	<b>Adept</b>
	Procurement and Contract Management	Intermediate
	<b>Project Management</b>	<b>Adept</b>

## Focus capabilities

### NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Display Resilience and Courage	Adept	<ul style="list-style-type: none"> <li>Be flexible, show initiative and respond quickly when situations change</li> <li>Give frank and honest feedback/advice</li> <li>Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively</li> <li>Raise and work through challenging issues and seek alternatives</li> <li>Keep control of own emotions and stay calm under pressure and in challenging situations</li> </ul>
<b>Personal Attributes</b> Self	Advanced Manage	<ul style="list-style-type: none"> <li>Act as a professional role model for colleagues, set high personal goals and take pride in their achievement</li> <li>Actively seek, reflect and act on feedback on own performance</li> <li>Translate negative feedback into an opportunity to improve</li> <li>Maintain a high level of personal motivation</li> <li>Take the initiative and act in a decisive way</li> </ul>
<b>Relationships</b>	Advanced	<ul style="list-style-type: none"> <li>Present with credibility, engage varied audiences and test levels of understanding</li> </ul>

### NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Communicate Effectively		<ul style="list-style-type: none"> <li>Translate technical and complex information concisely for diverse audiences</li> <li>Create opportunities for others to contribute to discussion and debate</li> <li>Actively listen and encourage others to contribute inputs</li> <li>Adjust style and approach to optimise outcomes</li> <li>Write fluently and persuasively in a range of styles and formats</li> </ul>
<b>Relationships</b> Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>Encourage a culture of recognising the value of collaboration Build co-operation and overcome barriers to information sharing and communication across teams/units</li> <li>Share lessons learned across teams/units</li> <li>Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work</li> </ul>
<b>Results</b> Demonstrate Accountability	Advanced	<ul style="list-style-type: none"> <li>Design and develop systems to establish and measure accountabilities</li> <li>Ensure accountabilities are exercised in line with government and business goals</li> </ul>

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- 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

<b>Business Enablers</b> Technology	Adept	<ul style="list-style-type: none"> <li>• Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks</li> <li>• Identify opportunities to use a broad range of communications technologies to deliver effective messages</li> <li>• Understand, act on and monitor compliance with information and communications security and use policies</li> <li>• Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business</li> <li>• Support compliance with the records, information and knowledge management requirements of the organisation</li> </ul>
<b>Business Enablers</b> Project Management	Adept	<ul style="list-style-type: none"> <li>• Prepare clear project proposals and define scope and goals in measurable terms</li> <li>• Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>• Prepare accurate estimates of costs and resources required for more complex projects</li> <li>• Communicate the project strategy and its expected benefits to</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<p>others</p> <ul style="list-style-type: none"> <li>• Monitor the completion of project milestones against goals and initiate amendments where necessary</li> <li>• Evaluate progress and identify improvements to inform future projects</li> </ul>