

## WORK HEALTH AND SAFETY SPECIALIST

BRANCH/UNIT	People and Safety		
TEAM	Work Health and Safety		
LOCATION	Various		
CLASSIFICATION/GRADE/BAND	TWL8		
POSITION NO.	TBA		
ANZSCO CODE	223111	PCAT CODE	TBA
TAFE Website	<a href="http://www.tafensw.edu.au">www.tafensw.edu.au</a>		

### 1. ORGANISATIONAL ENVIRONMENT

TAFE NSW's purpose is to skill the workforce of the future. It is Australia's leading provider of vocational education and training with over 500,000 annual enrolments and a proud history for setting the benchmark for quality service. As the NSW public provider, it supports the NSW Government's priority to grow skills for the economy and jobs of tomorrow. Critically, TAFE NSW plays a vital role in providing vocational education in rural and regional NSW, and job training pathways for the most vulnerable in the community.

TAFE NSW offers the best of campus-based delivery as well as flexible, online and work-based learning. The TAFE NSW values of Customer First, Collaboration, Integrity and Excellence guide our team in strengthening communities, delivering world-class training for our students and producing job ready graduates for employers. The operating environment for TAFE NSW is dynamic as we leverage our scale, expertise, passion and reputation to meet the rapidly changing VET landscape.

TAFE NSW is committed to its students and customers and the role it plays in changing lives and opening up opportunities through learning.

### 2. POSITION PURPOSE

The Work Health and Safety (WHS) Specialist is responsible for providing specialised WHS advisory, systems management and reporting services to the Region on a broad range of routine and complex WHS issues to ensure the effective implementation of the "One TAFE" WHS system.

### 3. KEY ACCOUNTABILITIES

1. Implement initiatives and programs to promote WHS capabilities and encompass physical and psychological elements as part of the One TAFE WHS management system.
2. Provide high-level consultancy advice and training on health related matters to develop the Regional staff's WHS knowledge and awareness with referral to outside agencies as appropriate.
3. Engage with management and staff in the Region to ensure that they adhere to WHS processes and procedures to comply with their responsibilities and requirements under WHS regulatory policy and legislation through coaching in incident, near miss and hazards investigation, management and reporting.
4. Analyse the outcomes of Safety Incidents, including near misses and complaints to ensure corrective or preventative action is implemented based on investigation reports and ensure all are captured on the online reporting system.
5. Maintain, confidential, accurate and timely WHS records and contribute to the preparation of regular WHS performance reports to meet mandatory legislative and governance reporting requirements.
6. Monitor implementation of the "One TAFE" WHS system for the Region, participate in audits, Investigations, and safety inspections, assess compliance and report non-compliances to the Regional WHS Manager.
7. Interface with stakeholders to provide advice in resolving complex WHS issues which may not be readily resolved at operational level to accelerate effective resolution.
8. Contribute to project tender processes through the capturing and presentation of key safety data and procurement requirements that inform the responses for tenders and contracts, maximising value for money and fit for purpose outcomes.
9. Promote a positive safety culture by leading health and safety consultation and communication, and through active promotion of the reporting of hazards, incidents and near misses.
10. Conduct WHS Risk Assessments, report on findings, provide recommendations and drive the implementation and utilisation of risk registers, SOP's, SWM's and risk assessments to deepen understanding of, an compliance to, WHS systems and processes.
11. Reflect TAFE NSW's values in the way you work and abide by policies and procedures to ensure a safe, healthy and inclusive work environment.
12. Place the customer at the centre of all decision making.
13. Work with the Line Manager to develop and review meaningful performance management and development plans.

### 4. KEY CHALLENGES

- Developing stakeholders understanding and appreciation of their WHS responsibilities and obligations when they conflict with other priorities or objectives.
- Explaining complex WHS related issues to stakeholders with limited associated knowledge or experience.

### 5. KEY RELATIONSHIPS

WHO	WHY
<b>Internal</b>	
Regional Work Health and Safety Manager	<ul style="list-style-type: none"> <li>• Receive leadership, support and advice in the implementation of the "One TAFE" WHS system in the Region.</li> </ul>
Regional Work Health and Safety Team	<ul style="list-style-type: none"> <li>• Provide and receive advice on policy and procedural issues.</li> </ul>

## Regional Stakeholders

- Provide advice, guidance and training to develop knowledge, awareness and understanding of legislative responsibilities and requirements under WHS policy.

## 6. POSITION DIMENSIONS

**Reporting Line:** Regional WHS Manager

**Direct Reports:** Nil

**Indirect Reports:** Nil

**Financial Delegation:** Nil

**Budget/Expenditure:** Nil

**Decision Making:**

- Makes decision on complex and sensitive issues that have a high level of impact on the immediate work area and the potential to impact more broadly on agency operations and externally.
- Matters requiring a higher level of approval are referred to the Reporting Line Manager.

## 7. ESSENTIAL REQUIREMENTS

1. Degree in relevant discipline or equivalent skills, knowledge and experience.
2. Class C driver's licence with the capacity to travel for TAFE NSW business purposes as required.
3. Ability to address and meet focus capabilities as stated in the Position Description.



## 8. CAPABILITIES

### NSW Public Sector Capability Framework



Below is the full list of capabilities and the level required for this role as per the [NSW Public Sector Capability Framework](#). The capabilities **in bold** are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

Capability levels are as follows and reflect a progressive increase in complexity and skill:

Foundational > Intermediate > Adept > Advanced > Highly Advanced

CAPABILITY GROUP	NAME	LEVEL
 Personal Attributes	<b>Display Resilience &amp; Courage</b>	<b>Adept</b>
	Act with Integrity	Intermediate
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	<b>Communicate Effectively</b>	<b>Adept</b>
	Commit to Customer Service	Intermediate
	<b>Work Collaboratively</b>	<b>Adept</b>
	<b>Influence and Negotiate</b>	<b>Adept</b>

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	Deliver Results	Intermediate
	<b>Plan And Prioritise</b>	<b>Adept</b>
	<b>Think and Solve Problems</b>	<b>Adept</b>
	Demonstrate Accountability	Intermediate
	Finance	Foundational
	Technology	Foundational
	<b>Procurement and Contract Management</b>	<b>Intermediate</b>
	Project Management	Intermediate

## OCCUPATION/PROFESSION SPECIFIC CAPABILITIES FOR THE POSITION

CAPABILITY	DEFINITION	LEVEL
<b>Workforce Relations</b>	Develop and deliver effective workplace practices aligned with organisational objectives and regulatory and legislative requirements.	<b>Level 2</b>
<b>Workforce Insights</b>	Establish and maintain workforce management systems, data and analysis to support evidence-based decision making.	<b>Level 2</b>
<b>Employee Services</b>	Delivery customer focused services to optimise the employment life-cycle experience at an individual and organisational level.	<b>Level 2</b>

## FOCUS CAPABILITIES

The focus capabilities for the Work Health and Safety Specialist 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 position's key accountabilities.

### NSW Public Sector 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>Relationships</b> Communicate Effectively	Adept	<ul style="list-style-type: none"> <li>Tailor communication to the audience.</li> <li>Clearly explain complex concepts and arguments to individuals and groups.</li> <li>Monitor own and others' non-verbal cues and adapt where necessary.</li> <li>Create opportunities for others to be heard.</li> <li>Actively listen to others and clarify own understanding.</li> <li>Write fluently in a range of styles and formats.</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Relationships</b> Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>• Encourage a culture of recognising the value of collaboration.</li> <li>• 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>Relationships</b> Influence and Negotiate	Adept	<ul style="list-style-type: none"> <li>• Negotiate from an informed and credible position.</li> <li>• Lead and facilitate productive discussions with staff and stakeholders.</li> <li>• Encourage others to talk, share and debate ideas to achieve a consensus.</li> <li>• Recognise and explain the need for compromise.</li> <li>• Influence others with a fair and considered approach and sound arguments.</li> <li>• Show sensitivity and understanding in resolving conflicts and differences.</li> <li>• Manage challenging relations with internal and external stakeholders.</li> <li>• Pre-empt and minimise conflict.</li> </ul>
<b>Results</b> Plan and Prioritise	Adept	<ul style="list-style-type: none"> <li>• Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work.</li> <li>• Initiate, prioritise, consult on and develop team/unit goals, strategies and plans.</li> <li>• Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses.</li> <li>• Ensure current work plans and activities support and are consistent with organisational change initiatives.</li> <li>• Evaluate achievements and adjust future plans accordingly.</li> </ul>
<b>Results</b> Think and Solve Problems	Adept	<ul style="list-style-type: none"> <li>• Research and analyse information, identify interrelationships and make recommendations based on relevant evidence.</li> <li>• Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options.</li> <li>• Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness.</li> <li>• Identify and share business process improvements to enhance effectiveness.</li> </ul>
<b>Business Enablers</b> Procurement and Contract Management	Intermediate	<ul style="list-style-type: none"> <li>• Understand and comply with legal, policy and organisational guidelines and procedures in relation to procurement and contract management.</li> <li>• Conduct delegated purchasing activities, complying with prescribed guidelines and procedures.</li> <li>• Work with providers, suppliers and contractors to ensure that outcomes are delivered in line with time and quality requirements.</li> </ul>