

# Role Description

## Chief Inspector (Mine Safety Inspectorate)



Cluster	Regional NSW
Agency	Department of Regional NSW
Division/Branch/Unit	Mining Exploration and Geoscience/Resources Regulator
Role number	52004683
Classification/Grade/Band	PSSE Band 2
Senior executive work level standards	Work Contribution Stream: Regulatory/Compliance
ANZSCO Code	139912
PCAT Code	1119192
Date of Approval	June 2023 (updated from June 2021)
Agency Website	<a href="http://www.regional.nsw.gov.au/">http://www.regional.nsw.gov.au/</a>

### Agency overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department has responsible for building resilient regional economies and communities, strengthening primary industries, managing the use of regional land, overseeing the state's mineral and mining resources and ensuring government investment in regional NSW is fair and delivers positive outcomes for local communities and businesses.

Mining, Exploration and Geoscience 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.

The Resources Regulator branch is the State's work health and safety regulator for mines and petroleum sites and also undertakes compliance and enforcement activities in relation to the Mining Act 1992, with a key focus on mine rehabilitation activities.

Mining, Exploration and Geoscience 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

The Chief Inspector (Mine Safety Inspectorate) leads implementation of a best practice risk-based compliance program to a safe and sustainable industry NSW as well as directs the mine safety compliance and enforcement responsibilities and activities of the Resources Regulator Branch within MEG, with the objective to improve health and safety performance at mine sites and associated facilities through investigation of incidents, consultation, risk identification, site assessments and enforcement interventions.

The Chief Inspector provides expert technical advice to the Deputy Secretary, and Executive Director Resources Regulator, in relation to operational delivery, regulatory actions, emerging issues of concern, compliance performance, areas for reform and continuous improvement.

## Key accountabilities

- Provide strategic direction and leadership to the Mine Safety Inspectorate itself and the mining industry as a whole on technical safety standards in the administration and application of the work health and safety legislation and facilitate effective technical mining input into emergency response preparedness and planning and emergency response situations.
- Build and maintain a wide knowledge and understanding of the technical and scientific dimensions of work health and safety in mining and petroleum workplaces through monitoring developments in research, industry practice, and technology; locally and internationally.
- Build strategic partnerships with the mining industry, OEMs and suppliers, other WHS and mining regulators, industry national and international standard setting bodies, and provide leadership on technical issues in the development of incident prevention strategies, legislation, standards codes and guidance.
- Undertake the statutory functions of Chief Inspector of Mines in the work health and safety legislation and departmental policies and processes.
- Identify priorities, trends and emerging issues and lead the development and implementation of technically sound, evidence-based programs and strategies using problem solving approaches.
- Provide high level strategic advice to government on key technical and emerging issues relating to health and safety in the minerals and mining industry and represent the Government in key national and international forums.
- Promote innovation and a culture of technically robust, evidenced based decision making by mine safety staff and the mining industry, and promote collaboration on problems between all contributors to safety at mining workplaces.
- Identify the technical knowledge, skills and competencies required by mines safety staff to be an effective mine safety regulator and provide guidance and support in developing and delivering training and development programs.

## Key challenges

- Decision making on challenging technical problems and enforcement actions, in an environment of incomplete information, where there are potentially significant economic and safety consequences to be weighed up.
- Maintaining current knowledge of the technical and scientific dimensions of work health and safety in mining workplaces and ensuring mine safety staff remain technically current and competent with rapid innovation and the development of new technologies in mining.
- Building strategic partnerships and developing effective, evidence-based technically robust strategies with mining industry stakeholders and other contributors to safety in the mining industry, when there are diverse opinions, motivations and views.

## Key relationships

Who	Why
<b>Ministerial</b>	
Minister	<ul style="list-style-type: none"><li>• Provide advice and information on key technical issues.</li></ul>

Who	Why
<b>Internal</b>	
Deputy Secretary, Executive Director Resources Regulator	<ul style="list-style-type: none"> <li>• Collaborate on technical issues and developments</li> <li>• Provide expert technical advice and liaise to formulate policy / direction</li> <li>• Provide expert strategic and operational advice to inform decision making on complex regulatory issues</li> <li>• Collaborate on strategic development and business planning and to monitor organisational performance.</li> </ul>
Other Executives	<ul style="list-style-type: none"> <li>• Provide expert technical advice and liaise to formulate policy / direction and support regulatory service delivery</li> <li>• Develop productive and collaborative working relationships</li> <li>• Engage in service design, delivery and assessment to continually improve delivery models and solutions</li> <li>• Ensure stakeholder satisfaction advice informs decisions at all executive levels.</li> </ul>
Mine Safety Inspectors	<ul style="list-style-type: none"> <li>• Provide guidance and advice on technical dimensions of mine safety</li> <li>• Advise developments in research and technology and amendments to standards.</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>• Provide advice and information on key technical issues.</li> </ul>
<b>External</b>	
Other NSW Government Agencies	<ul style="list-style-type: none"> <li>• Collaborate to ensure consistent development and implementation of agreed technical standards and operating procedures.</li> </ul>
Other Jurisdictions	<ul style="list-style-type: none"> <li>• Share information and facilitate collaboration on standards, innovation, technical issues and emerging trends.</li> </ul>
Industry and Stakeholder Groups	<ul style="list-style-type: none"> <li>• Lead and participate in forums, groups and discussions to share information</li> <li>• Provide advice on specific technical issues.</li> </ul>

## Role dimensions

### Decision making

- Exercise the statutory functions and powers under appropriate delegation or legislative authority.
- Has autonomy to make day to day decisions, prioritising projects and programs. It drives significant cultural change to support a safety and health conscious agenda across the mining industry.
- Contribute to the establishment of policies, procedures, systems and processes to manage compliance and enforcement decision-making and activities.
- Contribute to Group planning and strategic decision-making processes.

### Reporting line

Executive Director, Resources Regulator

### Direct Report

6

## Indirect reports

84

## Budget/Expenditure

\$500 000

## Key knowledge and experience

- Substantial experience at a senior level in the management of mining operations
- Extensive knowledge and thorough understanding of risk management concepts, mine safety impacts, mitigation techniques and current safety management best practice with respect to mining.

## Essential requirements

- Appropriate qualifications to obtain statutory certification under NSW or equivalent mine health and safety legislation to perform the statutory function of a Manager of Mining Engineering, Manager of Electrical Engineering or Manager of Mechanical Engineering at an underground coal mine.
- Hold and maintain a current Class C driver's licence.
- Compliance with the Resources Regulator Integrity Clearance 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 policy is mandatory.

Appointment and ongoing assignment are subject to the satisfactory participation in mandatory pre-employment and ongoing probity screening, in accordance with the Group's Probity Program

## Capabilities for the role

The [NSW public sector 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
 Personal Attributes	<b>Display Resilience and Courage</b> Be open and honest, prepared to express your views, and willing to accept and commit to change	<ul style="list-style-type: none"> <li>• Create a culture that encourages and supports openness, persistence and genuine debate around critical issues</li> <li>• Provide clear exposition and argument for agreed positions while remaining open to valid suggestions for change</li> <li>• Raise critical issues and make tough decisions</li> <li>• Respond to significant, complex and novel challenges with a high level of resilience and persistence</li> <li>• Consistently use a range of strategies to remain composed and calm and act as a stabilising influence even in the most challenging situations</li> </ul>	Highly Advanced
	<b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> <li>• Champion and model the highest standards of ethical and professional behaviour</li> <li>• Drive a culture of integrity and professionalism within the organisation, and in dealings across government and with other jurisdictions and external organisations</li> <li>• Set, communicate and evaluate ethical practices, standards and systems and reinforce their use</li> <li>• Create and promote a culture in which staff feel able to report apparent breaches of legislation, policies and guidelines and act promptly and visibly in response to such reports</li> <li>• Act promptly and visibly to prevent and respond to unethical behaviour</li> </ul>	Highly Advanced
 Relationships	<b>Commit to Customer Service</b> Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> <li>• Promote a customer-focused culture in the organisation and consider new ways of working to improve customer experience</li> <li>• Ensure systems are in place to capture customer service insights to improve services</li> <li>• Initiate and develop partnerships with customers to define and evaluate service performance outcomes</li> <li>• Promote and manage alliances within the organisation and across the public, private and community sectors</li> <li>• Liaise with senior stakeholders on key issues and provide expert and influential advice</li> <li>• Identify and incorporate the interests and needs of customers in business process design and encourage new ideas and innovative approaches</li> <li>• Ensure that the organisation's systems, processes, policies and programs respond to customer needs</li> </ul>	Advanced

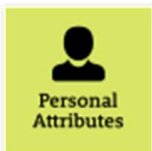


	<b>Influence and Negotiate</b> Gain consensus and commitment from others, and resolve issues and conflicts	<ul style="list-style-type: none"><li>• Influence others with a fair and considered approach and present persuasive counter-arguments</li><li>• Work towards mutually beneficial 'win-win' outcomes</li><li>• Show sensitivity and understanding in resolving acute and complex conflicts and differences</li><li>• Identify key stakeholders and gain their support in advance</li><li>• Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromise</li><li>• Anticipate and minimise conflict within the organisation and with external stakeholders</li></ul>	Advanced
 Results	<b>Demonstrate Accountability</b> Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<ul style="list-style-type: none"><li>• Direct the development of effective systems for establishing and measuring accountabilities and evaluate ongoing effectiveness</li><li>• Promote a culture of accountability with clear links to government goals</li><li>• Set standards and exercise due diligence to ensure work health and safety risks are addressed</li><li>• Inspire a culture that respects the obligation to manage public monies and other resources responsibly and with the highest standards of probity</li><li>• Ensure that legislative and regulatory frameworks are applied consistently and effectively across the organisation</li><li>• Direct the development of short- and long-term risk management frameworks to ensure government aims and objectives are achieved</li></ul>	Highly Advanced
 Business Enablers	<b>Project Management</b> Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"><li>• Prepare and review project scope and business cases for projects with multiple interdependencies</li><li>• Access key subject-matter experts' knowledge to inform project plans and directions</li><li>• Design and implement effective stakeholder engagement and communications strategies for all project stages</li><li>• Monitor project completion and implement effective and rigorous project evaluation methodologies to inform future planning</li><li>• Develop effective strategies to remedy variances from project plans and minimise impact</li><li>• Manage transitions between project stages and ensure that changes are consistent with organisational goals</li></ul>	Advanced



		<ul style="list-style-type: none"> <li>Participate in governance processes such as project steering groups</li> </ul>	
	<b>Manage and Develop People</b> Engage and motivate staff, and develop capability and potential in others	<ul style="list-style-type: none"> <li>Refine roles and responsibilities over time to achieve better business outcomes</li> <li>Recognise talent, develop team capability and undertake succession planning</li> <li>Coach and mentor staff and encourage professional development and continuous learning</li> <li>Prioritise addressing and resolving team and individual performance issues and ensure that this approach is cascaded throughout the organisation</li> <li>Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives</li> </ul>	Advanced

## 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
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Advanced
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Adept
	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Advanced
	Work Collaboratively	Collaborate with others and value their contribution	Advanced
	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Advanced
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Advanced
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Advanced
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Adept
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Adept

 Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Adept
	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Advanced
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Adept
 People Management	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Advanced