

Role Description

Safety & Wellbeing Advisor



Network	Premier's Department
Agency	NSW Reconstruction Authority
Division/Branch/Unit	Enabling Services Group / People and Culture
Role number	Various
Classification/Grade/Band	Clerk Grade 7/8
ANZSCO Code	132311
PCAT Code	1224649
Date of Approval	20 October 2021
Agency Website	https://www.nsw.gov.au/departments-and-agencies/nsw-reconstruction-authority

Agency overview

The NSW Reconstruction Authority (the RA) is an executive agency of the Premier's Department. The RA will improve how NSW plans for disasters and help communities to recover from them faster.

To reduce the severity and impacts of disasters, the RA will complete critical planning and preparation with communities, businesses, and government. When disaster does strike, we will get recovery started swiftly and coordinate reconstruction efforts across agencies, communities, and other stakeholders.

Primary purpose of the role

Contribute to the development and implementation of Work Health & Safety (WHS) programs, initiatives, and occupational health strategies in partnership with stakeholders to promote employee safety, welfare, and wellbeing.

Key accountabilities

- Work collaboratively with internal and external stakeholders to reinforce a high performance WHS culture, including a culture of risk awareness and safe work practices across the agency.
- Manage incident activities and conduct internal WHS audits, following up and actioning resulting findings to prevent reoccurrence and mitigate potential risk.
- Create and report on WHS performance metrics to inform senior management on agency trends and risks.
- Project manage the development and delivery of initiatives that focus on enhancing employee health and wellbeing outcomes to create a strong employee value proposition work environment.
- Work with project teams, tender review panels and other stakeholders to ensure WHS considerations are effectively addressed and are integral to BAU operations within the agency.
- Prepare correspondence, research, written reports, publications, and briefs, that are informative and aligned with agency requirements, to respond to Agency and/or Government requests
- Build and maintain stakeholder relationships to facilitate their engagement in, and contribution to, ensuring work health, safety and wellbeing considerations are integral in project development and implementation.

Key challenges

Work collaboratively with internal and external stakeholders with often competing priorities.

Keep abreast of trends and innovation in work health and safety to assess relevance for agency implementation.

Key relationships

Who	Why
Internal	
Manager	Escalate issues and receive instructions; receive and clarify guidance and instructions; report on progress against work plans
Work Team	Share ideas and information and work collaboratively to enhance team outcomes
Divisional staff / Project teams	- Champion best practice WHS & wellbeing by providing advice and developing and maintaining effective working relationships and open channels of communication. - Facilitate the exchange of ideas and information to foster a culture of continuous improvement, achievement and resilience. - Influence outcomes through collaboration when there are conflicting interests and opinions.
External	
Government and public sector	- Ensure effective, collaborative relationships and partnerships with other stakeholders to facilitate the exchange of information and to maintain positive relationships. - Enable continuous improvement by sharing information and learnings
Vendors / Service Providers	- Ensure that service providers are engaged in accordance with the relevant internal, legislative, and NSW Procurement principles and requirements - Ensure service delivery in accordance with the contractual arrangements. - Consult, give and obtain information, negotiate required outcomes and timeframes and develop and maintain ongoing working relationships and networks

Role dimensions

Decision making

Works with guidance to achieve overall work commitments developed in agreement with Manager.

Acts independently to determine day-to-day priorities, negotiate matters related to area of responsibility and makes decisions in relation to the quality of work outcomes

Reporting line

Manager People Safety & Wellbeing

Direct reports

Nil

Budget/Expenditure

Financial Delegation: As per agency financial delegations.

Administrative Delegation: As per delegations' manual.

Skills and experience

Knowledge and application of current work health and safety legislation, regulations and codes of practice

Essential requirements

Tertiary qualifications in occupational health and/or equivalent experience in a relevant field

Sound knowledge of WHS legislation, regulations and Australian and international standards and experience in providing expert WHS advice and support within high risk operational teams and environments.

An ability and willingness to travel within NSW and support other operational roles during disasters, emergencies and other events, consistent with skills, background and personal circumstances.

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	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	Represent the organisation in an honest, ethical and professional way and encourage others to do so Act professionally and support a culture of integrity Identify and explain ethical issues and set an example for others to follow Ensure that others are aware of and understand the legislation and policy framework within which they operate Act to prevent and report misconduct and illegal and inappropriate behaviour	Adept
	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	Tailor communication to diverse audiences Clearly explain complex concepts and arguments to individuals and groups Create opportunities for others to be heard, listen attentively and encourage them to express their views Share information across teams and units to enable informed decision making Write fluently in plain English and in a range of styles and formats Use contemporary communication channels to share information, engage and interact with diverse audiences	Adept
 Relationships	Work Collaboratively Collaborate with others and value their contribution	Encourage a culture that recognises the value of collaboration Build cooperation and overcome barriers to information sharing and communication across teams and units 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 Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services	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
 Results	Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances	Understand the team and unit objectives and align operational activities accordingly Initiate and develop team goals and plans, and use feedback to inform future planning Respond proactively to changing circumstances and adjust plans and schedules when necessary Consider the implications of immediate and longer-term organisational issues and how these might affect the achievement of team and unit goals Accommodate and respond with initiative to changing	Intermediate

**Project Management**

Understand and apply effective planning, coordination and control methods

Understand all components of the project management process, including the need to consider change management to realise business benefits

Prepare clear project proposals and accurate estimates of required costs and resources

Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements

Identify and evaluate risks associated with the project and develop mitigation strategies

Identify and consult stakeholders to inform the project strategy

Communicate the project's objectives and its expected benefits

Monitor the completion of project milestones against goals and take necessary action

Evaluate progress and identify improvements to inform future projects

Adept

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
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	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	Foundational