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| **Cluster** | Climate Change, Energy, the Environment and Water |
| **Agency** | Department of Climate Change, Energy, the Environment and Water |
| **Division/Branch/Unit** | Water/NRAR |
| **Role number** | TBC |
| **Classification/Grade/Band** | Clerk Grade 9/10 |
| **ANZSCO Code** | 251312 |
| **PCAT Code** | 1144592 |
| **Date of Approval** | September 2024 |
| **Agency Website** | www.nrar.nsw.gov.au |

*Ensuring a sustainable NSW through climate change and energy action, water management, environment and heritage conservation and protection.*

Who we are

The NSW Department of Climate Change, Energy, the Environment and Water (DCCEEW) works to protect the state’s environment and heritage. It leads the way on climate change, driving the sustainable transition to a net zero economy, powered by affordable, reliable, and clean energy.

DCCEEW conserves and protects the state’s natural environment. It manages the NSW national park estate, including its rich and diverse biodiversity and Aboriginal cultural heritage for future generations.

DCCEEW also ensures sustainable management of water resources across the state, to support the environment, communities and industry.

We acknowledge the ongoing custodial responsibilities of the Aboriginal peoples of NSW to care for Country and water and are committed to establishing meaningful partnerships with Aboriginal peoples in the management of the environment.

Water brings communities together; keeps industries moving and sustains life. It has significant cultural and environmental value with an estimated market value of more than $29 billion in NSW. When it's taken unlawfully, we lose more than just the water.

NRAR enforces the NSW water laws and offers guidance and education to help water users comply, and undertakes detailed spatial analyses to both proactively detect and deter potential non-compliance.

We strive to be an efficient and effective regulator that celebrates and reflects the diversity of the community we serve.

Working with NRAR provides the Senior Project Officer an opportunity to use their applied spatial science, hydrology and remote sensing skills to make sure that water is used lawfully so that all communities and the environment get a fair share.

# Primary purpose of the role

The Senior WHS Officer develops and assists the organisation to implement WHS Initiatives and occupational health strategies that ensure a safe and healthy workforce. This role acts as a core member of NRAR’s longstanding WHS Committee and helps to address complex and high-risk work health and safety matters.

# Key accountabilities

* Deliver expert advice and recommendations on WHS issues to the WHS Committee, the Executive, the independent board, managers and other stakeholders
* Act as a member of NRAR’s longstanding WHS Committee, a body comprised of operational team members that makes recommendations to the Executive about safety procedures
* Helps to develop, implement and review WHS policies, procedures and programs to ensure compliance with Work Health and Safety legislation and regulatory requirements.
* Works with the WHS Committee to fulfil NRAR’s safety reporting obligations to NRAR’s executive (monthly) and board (quarterly) including process audits
* Supports the development of a high performance WHS culture across the organisation by working with the WHS Committee to provide consistent advice and solutions on WHS issues.
* Works with the WHS Committee and managers to effectively implement WHS management systems in line with agency requirements with frontline operations, employees and managers to meet their needs.
* Promote and implement WHS initiatives and innovative solutions to drive continual improvement, including overseeing key WHS Communications channels including the intranet and other newsletters as required
* Monitoring incident activities and supporting managers to develop measures and strategies that prevent the reoccurrence of incidence and mitigating potential risk and support the WHS Committee and managers to manage and evaluate WHS risk activities and performances to ensure controls are in place and effective.

# Key challenges

* Working with the WHS Committee and managers on a range of often confidential issues, located in dispersed locations across NSW and comply with specified standards and processes associated with a complex regulatory environment.
* Influencing and negotiating high level stakeholders, to adopt and engage with a range of WHS initiatives and processes, whilst modelling the highest standards of ethical behaviour, confidentiality and discretion.

# Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager, Systems and Assurance | * Direct Manager * Receive guidance, direction and organisational objectives. * Determine high level and strategic priorities. |
| Executive Sponsor – WHS Committee | * Provide advice and updates on WHS matters * Collaborate and share information * Participate in discussions and decisions regarding implementation of innovation and best practice. * Identify emerging issues/risks and their implications and propose solutions. * Escalate complex issues and problems. |
| WHS Committee and Chair | * Provide direction and advice on WHS matters * Lead discussions and delegate priority projects as required * Collaborate to share information, discuss issues and opportunities to contribute to achieving business outcomes. * Foster effective working relationships. * Provide regular reports |
| NRAR board and executive | * Provide regular updates and reports * Escalate complex issues and problems as required |
| **External** |  |
| Director, Health Safety and Wellbeing (Water Group) and broader WHS team Water group | * Receive guidance and direction about the appropriate implementation of policies * Provide reports and updates on WHS matters |
| Director, Health Safety and Wellbeing (DCCEEW) |
| Vendors and service providers | * Engage and monitor service providers to ensure independent audit and investigations are undertaken within agreed performance measures. |

# Role dimensions

# Decision making

* Acts in consultation with the WHS Committee, the executive sponsor of the WHS Committee and the Director, Work Health and Safety within the Water Group to deliver safety outcomes
* Prioritises and manages multiple tasks and demands including matters with critical turnaround times required by field officers, managers and Executive
* Makes day to day decisions and provides guidance on appropriate courses of action that might be taken to address issues.
* Exercise discretion in determining the approach to work undertaken by the role and is responsible for interpretation and recommendations made

# Reporting Line

Reports to the Manager, Systems and Assurance

# Direct reports

Nil

# Budget/Expenditure

Nil

# Essential requirements

* Tertiary qualifications in Work Health and Safety or related discipline and/or relevant experience
* Current drivers licence and the ability to travel to client locations across NSW

# Knowledge and experience

* Sound knowledge of WHS legislation, and Australian and International standards

# Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-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** |
|  | **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 |
| **Manage Self**  Show drive and motivation, an ability to self-reflect and a commitment to learning | | Keep up to date with relevant contemporary knowledge and practices  Look for and take advantage of opportunities to learn new skills and develop strengths  Show commitment to achieving challenging goals  Examine and reflect on own performance  Seek and respond positively to constructive feedback and guidance  Demonstrate and maintain a high level of personal motivation | Adept |
|  | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | | Present with credibility, engage diverse audiences and test levels of understanding  Translate technical and complex information clearly and concisely for diverse audiences  Create opportunities for others to contribute to discussion and debate  Contribute to and promote information sharing across the organisation  Manage complex communications that involve understanding and responding to multiple and divergent viewpoints  Explore creative ways to engage diverse audiences and communicate information  Adjust style and approach to optimise outcomes  Write fluently and persuasively in plain English and in a range of styles and formats | Advanced |
| **Work Collaboratively**  Collaborate with others and value their contribution | | Recognise outcomes achieved through effective collaboration between teams  Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government  Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions  Network extensively across government and organisations to increase collaboration  Encourage others to use appropriate collaboration approaches and tools, including digital technologies | Advanced |
|  | **Plan and Prioritise**  Plan to achieve priority outcomes and respond flexibly to changing circumstances | | Consider the future aims and goals of the team, unit and organisation when prioritising own and others’ work  Initiate, prioritise, consult on and develop team and unit goals, strategies and plans  Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses  Ensure current work plans and activities support and are consistent with organisational change initiatives  Evaluate outcomes and adjust future plans accordingly | Adept |
| **Think and Solve Problems**  Think, analyse and consider the broader context to develop practical solutions | | Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence  Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience  Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience  Seek contributions and ideas from people with diverse backgrounds and experience  Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness  Identify and share business process improvements to enhance effectiveness | Adept |
|  | **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** |
|  | Display Resilience and Courage | | Be open and honest, prepared to express your views, and willing to accept and commit to change | Adept |
| Value Diversity and Inclusion | | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
|  | 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 |
|  | Deliver Results | | Achieve results through the efficient use of resources and a commitment to quality outcomes | Adept |
| Demonstrate Accountability | | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Adept |
|  | Finance | | Understand and apply financial processes to achieve value for money and minimise financial risk | Intermediate |
| Technology | | Understand and use available technologies to maximise efficiencies and effectiveness | Adept |
| Procurement and Contract Management | | Understand and apply procurement processes to ensure effective purchasing and contract performance | Intermediate |