

Role Description

Senior Work Health & Safety Advisor

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|---------------------------|--|
| Cluster | Department of Planning & Environment |
| Agency | Office of Environment and Heritage |
| Division/Branch/Unit | Taronga Conservation Society Australia |
| Location | Taronga Zoo |
| Classification/Grade/Band | Clerk Grade 6 |
| Kind of Employment | Temporary |
| ANZSCO Code | xxx |
| PCAT Code | xxx |
| Date of Approval | |
| Agency Website | www.taronga.org.au |

Agency overview

The Office of Environment and Heritage (OEH) cares for and protects NSW's environment and heritage, which includes the natural environment, Aboriginal country, culture and heritage, and built heritage. **Taronga Conservation Society Australia (Taronga)** forms part of the OEH. Taronga's vision is to create a shared future for wildlife and people. Through our efforts we protect endangered species, increase understanding of wildlife and inspire community action.

Primary purpose of the role

Supporting Taronga Zoo and Taronga Western Plains Zoo to contribute to the development and continuous improvement of a safe work environment by effectively applying WHS skill and knowledge to implement operational WHS programs and processes. Support the managers and supervisors in driving a positive safety culture and identifying areas of continuous improvement within the divisional operations of WHS. Investigate incidents and assist in developing adequate mitigating control measures. Maintain the WHS administration and record keeping for the allocated divisions.

Key accountabilities

- Periodic travel to Dubbo to support the team to deliver an effective work health and safety program
- Provide technical advice and support to managers and employees across both zoos to understand, implement and work within WHS and broader Taronga policies, guidelines and practices in line with WHS legislation.
- Develop and drive implementation of the WHS in procurement project
- Lead audits and write reports for evidence and recommend continuous improvement action plans
- Develop and maintain relationships with appropriate stakeholders both internal and external
- Manage a range of project based initiatives to deliver WHS risk management operational services to Taronga and to contribute to the WHS strategy including identification and management of risks.
- Investigate incidents to find root cause and provide advice to implement effective risk mitigation strategies.
- Design and conduct local topic specific WHS training
- Support and mentor WHS committee and supervisors

Key challenges

- Supporting complex stakeholder relations and build trusted relationships in a dynamic and reactive environment and deliver results against competing priorities

- Facilitating support for WHS requirements while balancing organisational goals and operating parameters in a diverse range of risks and PCBU's
- Developing a new WHS procurement program from start to finish

Key relationships

| Internal | |
|---|--|
| Manager/Supervisor | To receive direction, instruction and performance feedback; to provide support and information; and to ensure ongoing communications and a professional working relationship |
| Team and other Taronga colleagues | To work professionally and collaboratively together; to provide/receive support, information and services; and to ensure ongoing communication, professional working relationships, and a positive and productive team culture |
| External | |
| Stakeholders (which may for example include zoo visitors, consultants, contractors, suppliers, sponsors, media, auditors, government agencies and/or authorities) | To receive/provide information, assistance, excellent customer service and/or work collaboratively together; and to represent Taronga in a professional and ethical manner |

Role dimensions

Decision making

- This position is empowered to make decisions within standard operating procedures and Taronga policies and procedures.
- Decisions outside of this scope are to be escalated to the Manager, Work, Health and Safety.
- This role does not have formal delegation
- This role is expected to follow management instructions and uphold Taronga's Code of Conduct, Policies, Procedures, Charters (WHS, Customer Service and Animal Welfare) and Environmental Sustainability endeavours.
- Take reasonable care of own safety and ensure own conduct does not adversely affect the health and safety of others.
- Project a positive company image, work constructively as a Taronga team member, and report Taronga Compliance breaches.

Reporting line

This position reports to Manager, Work, Health and Safety

Direct reports

WHS Administrator Taronga Western Plains Zoo

Budget/Expenditure

This position has no delegated financial sign off authority

Essential requirements





- Tertiary qualifications with sound knowledge and at least 5 years' experience within a safety environment. Government WHS procurement experience desirable.
- Obtain and maintain Senior First Aid and current valid NSW Drivers Licence
- Obtain and maintain a current paid NSW Working with Children Check at own expense.

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

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 | Display Resilience and Courage | Intermediate |
| | Act with Integrity | Intermediate |
| | Manage Self | Intermediate |
| | Value Diversity | Foundational |
|  Relationships | Communicate Effectively | Intermediate |
| | Commit to Customer Service | Foundational |
| | Work Collaboratively | Intermediate |
| | Influence and Negotiate | Adept |
|  Results | Deliver Results | Intermediate |
| | Plan and Prioritise | Intermediate |
| | Think and Solve Problems | Intermediate |
| | Demonstrate Accountability | Foundational |
|  Business Enablers | Finance | Foundational |
| | Technology | Foundational |
| | Procurement and Contract Management | Intermediate |
| | Project Management | Adept |

Focus capabilities

The focus capabilities for the role 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 role's key accountabilities.

| NSW Public Sector Capability Framework | | |
|--|--------------|--|
| Group and Capability | Level | Behavioural Indicators |
| Personal Attributes Display Resilience and Courage | Intermediate | <ul style="list-style-type: none"> Be flexible and adaptable and respond quickly when situations change Offer own opinion and raise challenging issues Listen when ideas are challenged and respond in a reasonable way Work through challenges Stay calm and focused in the face of challenging situations |
| Personal Attributes Manage Self | Intermediate | <ul style="list-style-type: none"> Adapt existing skills to new situations Show commitment to achieving work goals Show awareness of own strengths and areas for growth and develop and apply new skills Seek feedback from colleagues and stakeholders |

NSW Public Sector Capability Framework

| Group and Capability | Level | Behavioural Indicators |
|---|--------------|---|
| Relationships Communicate Effectively | Intermediate | <ul style="list-style-type: none"> • Maintain own motivation when tasks become difficult • Focus on key points and speak in 'Plain English' • Clearly explain and present ideas and arguments • Listen to others when they are speaking and ask appropriate, respectful questions • Monitor own and others' non-verbal cues and adapt where necessary • Prepare written material that is well structured and easy to follow by the intended audience • Communicate routine technical information clearly |
| Relationships Influence and Negotiate | Adept | <ul style="list-style-type: none"> • Negotiate from an informed and credible position • Lead and facilitate productive discussions with staff and stakeholders • Encourage others to talk, share and debate ideas to achieve a consensus • Recognise and explain the need for compromise • Influence others with a fair and considered approach and sound arguments • Show sensitivity and understanding in resolving conflicts and differences • Manage challenging relations with internal and external stakeholders • Pre-empt and minimise conflict |
| Results Deliver Results | Intermediate | <ul style="list-style-type: none"> • Complete work tasks to agreed budgets, timeframes and standards • Take the initiative to progress and deliver own and team/unit work • Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals • Seek and apply specialist advice when required |
| Results Think and Solve Problems | Intermediate | <ul style="list-style-type: none"> • Research and analyse information and make recommendations based on relevant evidence • Identify issues that may hinder completion of tasks and find appropriate solutions • Be willing to seek out input from others and share own ideas to achieve best outcomes • Identify ways to improve systems or processes which are used by the team/unit |
| People Management Manage and Develop People | Adept | <ul style="list-style-type: none"> • Define and clearly communicate roles and responsibilities to achieve team/unit outcome • Negotiate clear performance standards and monitor progress • Develop team/unit plans that take into account team capability, strengths and opportunities for development • Provide regular constructive feedback to build on strengths and achieve results • Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way • Monitor and report on performance of team in line with established performance development frameworks |