

## REGIONAL WORK HEALTH AND SAFETY MANAGER

BRANCH/UNIT	People and Safety		
TEAM	Work Health and Safety		
LOCATION	Various		
CLASSIFICATION/GRADE/BAND	TM2		
POSITION NO.	TBA		
ANZSCO CODE	139999	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 Regional Work Health and Safety (WHS) Manager is responsible for providing leadership and direction of the WHS function within a Region to ensure implementation and monitoring of the “One TAFE” WHS management system.

### 3. KEY ACCOUNTABILITIES

1. Drive WHS systems and processes to ensure the consistent implementation of the One TAFE model across the region and provide advice to resolve complex WHS issues.
2. Implement initiatives that support the operational effectiveness of the “One TAFE” WHS management system to deliver WHS strategies.
3. Engage with the Regional General Manager and key stakeholders in the Region to ensure them and their staff are fully informed and understand their accountabilities under WHS regulatory policy and legislation and TAFE NSW governance controls.
4. Interface with stakeholders to identify potential WHS risk issues and work in collaboration Business Partners to develop associated prevention strategies and related training programs.
5. Embed a safety culture that is focused on a high risk identification and management approach in teaching and supports the assurance of customer safety, communicating learnings and findings from ALL workplace incident investigations, Safety Alerts and Bulletins, undertaking gap analysis of direct institute’s incidents and provide improvement strategy. Students / Employee / Contractors.
6. Lead the culture change and safety strategy initiatives in regards to creating a workplace free from harm.
7. Ensure the provision of a range of reports and detailed, reliable analysis on WHS performance to support strategic decision making processes and identify opportunities for continuous improvement.
8. Assist and lead ALL High Risk incident via undertaking incident investigation, communicating findings and learnings and implementing a prevention program, conducting audits in line with One TAFE Safety Management System procedures.
9. Drive TAFE Risk Management program through active involvement in undertaking Risk Assessment.
10. Develop and deliver training and education for teachers and academic staff to focus on ‘safety first’ within the curriculum.
11. Prepare and provide advice in collaboration with internal or external legal providers to address litigated matters related to Work Health and Safety and Public Liability claims.
12. By example, lead the development of a safe, healthy and inclusive work environment, including implementation and review of appropriate strategies and measures.
13. Place the customer at the centre of all decision making.
14. Manage and develop a high performance team, aligned to the core values of integrity, collaboration, excellence and a customer first attitude, through effective leadership, support and feedback.
15. Collaborate with staff to ensure the development and regular review of meaningful individual performance management and development plans that are clearly aligned to strategic objectives and focused to develop the individual.

### 4. KEY CHALLENGES

- Driving the "Zero Harm Culture" ensuring Senior Executives, Managers and staff in the Regions focus on risk identification, mitigation and injury management.
- Managing the geographic span of the region and the challenges of managing a remote team.
- Providing local engagement with the Region to ensure TAFE NSW WHS management both understand and comply with the system elements.

## 5. KEY RELATIONSHIPS

WHO	WHY
<b>Internal</b>	
Head of Work Health and Safety	<ul style="list-style-type: none"> <li>Receive leadership, support and advice on the implementation of the “One TAFE” WHS management system.</li> </ul>
Direct Reports	<ul style="list-style-type: none"> <li>Provide leadership, support and advice and manage performance.</li> </ul>
Regional General Manager, Senior Executives and Managers	<ul style="list-style-type: none"> <li>Provide expert advice on legislative responsibilities and requirements under WHS policy including issues related to compliance with governance controls.</li> </ul>

## 6. POSITION DIMENSIONS

**Reporting Line:** Head of Work Health and Safety

**Direct Reports:** 2-3 (depending on Region)

**Indirect Reports:** Nil

**Financial Delegation:** TBA

**Budget/Expenditure:** TBA

**Decision Making:**

- Makes decisions on complex and sensitive issues within professional knowledge and expertise and structured by established management systems.
- Manage functional expenditure and resourcing within relevant policy and delegation frameworks.
- Matters requiring a higher level of approval are referred to the Reporting Line Manager.

## 7. ESSENTIAL REQUIREMENTS

- Degree qualification in related field or equivalent industry experience.
- Experience in the implementation of WHS management systems.
- Comprehensive knowledge of WHS legislation.
- Class C driver’s licence with the capacity to travel for TAFE NSW business purposes as required.
- 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>Advanced</b>
	Act with Integrity	Adept
	Manage Self	Adept
	Value Diversity	Adept
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	<b>Work Collaboratively</b>	<b>Advanced</b>
	<b>Influence and Negotiate</b>	<b>Advanced</b>
 Results	<b>Deliver Results</b>	<b>Advanced</b>
	Plan And Prioritise	Adept
	<b>Think and Solve Problems</b>	<b>Advanced</b>
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Intermediate
	Technology	Adept
	Procurement and Contract Management	Intermediate
	<b>Project Management</b>	<b>Adept</b>
 People Management	Manage and Develop People	Adept
	Inspire Direction and Purpose	Adept
	Optimise Business Outcomes	Adept
	<b>Manage Reform and Change</b>	<b>Advanced</b>

### 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 3</b>
<b>Workforce Insights</b>	Establish and maintain workforce management systems, data and analysis to support evidence-based decision making.	<b>Level 3</b>
<b>Employee Services</b>	Delivery customer focused services to optimise the employment life-cycle experience at an individual and organisational level.	<b>Level 3</b>

**FOCUS CAPABILITIES**

The focus capabilities for the Regional Work Health and Safety Manager 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	Advanced	<ul style="list-style-type: none"> <li>Stay calm and act constructively in highly pressured and unpredictable environments.</li> <li>Give frank, honest advice in the face of strong, contrary views.</li> <li>Accept criticism of own ideas and respond in a thoughtful and considered way.</li> <li>Welcome new challenges and persist in raising and working through novel and difficult issues.</li> <li>Develop effective strategies and show decisiveness in dealing with emotionally charged situations, difficult and controversial issues.</li> </ul>
<b>Relationships</b> Work Collaboratively	Advanced	<ul style="list-style-type: none"> <li>Build a culture of respect and understanding across the organisation.</li> <li>Recognise outcomes which resulted from effective collaboration between teams.</li> <li>Build co-operation and overcome barriers to information sharing and communication and collaboration across the organisation and cross government.</li> <li>Facilitate opportunities to engage and collaborate with external stakeholders to develop joint solutions.</li> </ul>
<b>Relationships</b> Influence and Negotiate	Advanced	<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.</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>Pre-empt and minimise conflict within the organisation and with external stakeholders.</li> </ul>
<b>Results</b> Deliver Results	Advanced	<ul style="list-style-type: none"> <li>Drive a culture of achievement and acknowledge input of others.</li> <li>Investigate and create opportunities to enhance the achievement of organisational objectives.</li> <li>Make sure others understand that on-time and on-budget results are required and how overall success is defined.</li> <li>Control output of business unit to ensure government outcomes are achieved within budget.</li> <li>Progress organisational priorities and ensure effective acquisition and use of resources.</li> <li>Seek and apply the expertise of key individuals to achieve organisational outcomes.</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Results</b> Think and Solve Problems	Advanced	<ul style="list-style-type: none"> <li>Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues.</li> <li>Work through issues, weigh up alternatives and identify the most effective solutions.</li> <li>Take account of the wider business context when considering options to resolve issues.</li> <li>Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements.</li> <li>Implement systems and processes that underpin high quality research and analysis.</li> </ul>
<b>Business Enablers</b> Project Management	Adept	<ul style="list-style-type: none"> <li>Prepare clear project proposals and define scope and goals in measurable terms.</li> <li>Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements.</li> <li>Prepare accurate estimates of costs and resources required for more complex projects.</li> <li>Communicate the project strategy and its expected benefits to others.</li> <li>Monitor the completion of project milestones against goals and initiate amendments where necessary.</li> <li>Evaluate progress and identify improvements to inform future projects.</li> </ul>
<b>People Management</b> Manage Reform and Change	Advanced	<ul style="list-style-type: none"> <li>Clarify purpose and benefits of continuous improvement for staff and provide coaching and leadership in times of uncertainty.</li> <li>Assist others to address emerging challenges and risks and generate support for change initiatives.</li> <li>Translate change initiatives into practical strategies and explain these to staff and their role in implementing them.</li> <li>Implement structured change management processes to identify and develop responses to cultural barriers.</li> </ul>