

Job and Person Specification

Title of Role:	Process Safety Analyst	Remuneration Level:	PO2
Section:	Technical Services	Type of Appointment:	Ongoing
Business Unit:	SafeWork SA	Position Number:	TBA

Job and Person Specification Approval



28/11/2023

DELEGATE

SafeWork SA

SafeWork SA (SWSA) is responsible for providing work, health and safety, public safety and state-based industrial relations services across South Australia. As a regulator, Investigators and Inspectors ensure work, health and safety, and public safety standards are met, and appropriate action is taken when breaches of laws are detected.

SafeWork SA Values

- Professionalism
- Respect
- Integrity
- Service

Primary Purpose

The primary purpose of the Process Safety Analyst is to provide specialist services in the regulation for Major Hazards Facilities (MHF): technical advisory, chemical plant and process safety, compliance, enforcement and prevention activities associated with MHF. This may involve workplace audits / inspections; investigation of process safety related incidents, review effectiveness of risk management practices to eliminate and / or mitigate risk of major incidents under the MHF regulatory regime and provide written advice / reports and correspondence.



Reporting Relationships

Reports to Team Leader, Lead Process Safety Analyst

Key Relationships/Interactions

- Team Managers, Inspectorate and policy staff across SafeWork SA
- Key senior personnel in public and private industries
- Employer and worker associations / stakeholders
- Government agencies, statutory organisations including Return to Work and educational institutions
- Liaison with personnel at various levels across SafeWork SA and other public/ private sector

Key Challenges

- Delivery of quality and timely results in a fast paced environment

Special Employment Conditions

- Engagement in this role is subject to a satisfactory Department of Human Services General Employment Probity Check. A renewal will be required every three years
- Frequent out of hours work will be required
- Some intra and interstate travel requiring overnight absences will be required.
- Possession of a minimum Class C driver's licence is essential
- The Process Safety Analyst will be required to take part in the on-call roster
- A Corporate wardrobe is supplied and must be worn in line with SafeWork SA Dress and Personal Protection Policy.

AGD Conditions

- Engagement in this role is subject to a satisfactory National Police Clearance
- Participation in bi-annual Performance Management Program.
- Actively participate in all mandatory training requirements.
- Abide by the standards in the Code of Ethics for the South Australian Public Sector (the Code), relevant legislation and AGD policies and procedures.
- The incumbent may be required to be assigned to other positions at the same remuneration level across the department

Flexible Working Arrangement Options

The South Australian public sector promotes diversity and flexible ways of working including part-time. You are encouraged to discuss the flexible working arrangements for this role. Flexible working arrangement options for this role may include

- Flexitime
- Part time
- Job Sharing
- Compressed Hours
- Work from home or telework arrangements
- Remote working arrangements



Responsibilities

This Job and Person Specification provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform. The Process Safety Analyst is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
Delivery of MHF activities	- Analyse and case manages submissions from potential / determined MHFs for compliance with the requirements of the <i>Work Health and Safety Regulations 2012</i>. - Assist operators of potential / determined MHFs in understanding the requirements of regulations. - Provide technical advice on investigation of notifiable incidents involving chemical processing and process safety. - Contribute to the delivery of compliance and enforcement services pertaining to the legislation administered by the MHF team - Conduct technical assessments of various submissions and applications, verify information and provide recommendation to issue licences relating to MHF. - Conduct inspections and planned audits of MHF - Investigate accidents and dangerous occurrences, which may include seizing and compiling evidentiary reports for prosecution proceedings against organisations or persons for significant breaches of legislation	- All complaints, accidents and/or dangerous occurrences are assessed and actioned appropriately and in a timely manner. - Licences are assessed, actioned and issued accurately and in a timely manner. - Engage with stakeholders as required ensuring expectations are managed appropriately and professionally. - Industry compliance rates improve consistent with agency targets. - Licensing, certification and authorisation processes are streamlined and proportionate to the nature and complexity of the regulatory requirements. - Licensing, certification and authorisation decisions and recommendations are fully documented and reviewable.
Initiate and develop compliance projects	- Initiate, plan and coordinate state-wide proactive projects relating to MHF. - Identify trends, develop appropriate strategies and coordinate the delivery of relevant projects. - Ensure emerging public safety and security issues are identified in relation to MHF.	- Relevant project management techniques are applied. - Implement projects in line with National/State strategies and business needs. - Ensure compliance plans are targeted, in line with legislative requirements and progressed within agreed timeframes. - Appropriate project documentation developed and maintained throughout projects



		• Project plans and reports provided as required
Training and Education	• Provide training and mentoring across the inspectorate and support services in relation to MHF. • Contribute to effective communication and relevant collaboration within the Team and across other SWSA industry teams.	• Files, licences and certifications are accurate and completed to agency standards • Staff Engagement • Staff Feedback • Accuracy of information
Provision of Advice	• Contribute to operational policy development, standards and legislative development in specialist areas relating to MHF. • Provide advice and guidance in the interpretation of legislation to internal and external stakeholders on MHF. • Provide advice and guidance in instances where the legislation or standards are unclear; giving due regard to the safety of workers, public safety and security and potential impact on stakeholders.	• Quality and timeliness of advice. • A high level of consistency achieved in the provision of expert advice. • Client enquiries responded to within agreed timeframes. • Positive feedback from stakeholders.
Continuous Improvement	• Maintain and support a culture of high performance, professionalism and continuous improvement within the team.	• Identify opportunities for improvements in systems and objectives of SafeWork SA and drive continuous improvement.
Contribute to Culture	• Actively participate and contribute to responsible and safe work practices. • Embrace diversity and cultural differences in the workplace. • Contributing to the promotion and implementation of Public Sector Principles and Practices and in particular Equal Opportunity, Work Health and Safety by adhering to the provisions of various Acts and associated legislation.	• Work practices are safe and Work Health and Safety legislation, policies and procedures are adhered. • Respectful behaviour observed when faced with diversity/differences in opinion. • Individual differences are encouraged and accommodated in the workplace.



Technical Expertise

Qualifications, Skills, Knowledge and Experience relevant to the role

Technical Expertise (Essential)	• A degree (or equivalent) qualification in chemical engineering which is recognised for professional engineer registration in Australia. • Ability to undertake research and analyse complex technical / engineering data. • Experience in problem solving, incident investigation and dealing with complex and emerging issues. • Relevant industrial experience including previous regulatory or consulting experience. • Highly developed written and oral communication skills, including negotiation and interpersonal skills. • An awareness of the relevant legislation, policies and procedures, including Code of Conduct, EEO and cultural inclusion. • An understanding of and ability to work to the spirit and principles of the Premier's Safety Commitment and the legislative requirements of the <i>Work Health and Safety Act 2012</i>. • An awareness of and ability to work to the spirit and principles of AS/NZS ISO 31000 Risk Management.
Technical Expertise (Desirable)	• Knowledge of safety management systems and emergency planning for hazardous industry. • Knowledge of programmable systems, instrumentation and controls. • Knowledge of industrial chemicals manufacturing processes. • Experience in administering, implementing, applying and advising on legislation such as the <i>Work, Health and Safety Act 2012</i>.



Behavioural Capabilities

The Performance Matrix describes the behaviours expected of SWSA employees across various levels in the Department.

Descriptors below detail the behavioural capabilities required for performance in the Process Safety Analyst. KEY behaviours for this role are listed with the critical behaviours highlighted in **bold**. This broader group of behaviours are applicable to your ongoing success in the role.

	Strategic Focus	Results Orientation	Service Delivery Excellence	Relationship Management	Professional Approach and Drive
Strategic	Shapes Strategic Thinking and Change	Achieves Organisational Results	Drives Business Excellence	Forges Relationships and Engages Others	Exemplifies Personal Drive and Professionalism
Tactical	Promotes Strategic Thinking and Change	Achieves Team Results	Delivers Business Excellence	Establish Relationships and Engages Others	Models Personal Drive and Professionalism
Operational	Supports Strategic Direction	Achieves and Monitors Own Results	Supports Service Delivery Excellence	Fosters Working Relationships	Supports Personal Drive and Professionalism
Foundational	Understands the Strategic Direction	Achieves Individual Results	Contributes to Service Delivery Excellence	Maintains Working Relationships	Demonstrates Personal Drive and Professionalism



Element	Behaviours
Supports Strategic Direction (Operational)	• Communicates plans in practical terms to others • Identifies and raises awareness of trends, potential problems and opportunities • Identifies and manages risk as appropriate and escalates as necessary • Actively participates in business planning
Achieves and Monitors Own Results (Operational)	• Sets and communicates clear expectations around quality of work and timeframes • Takes responsibility for the delivery of quality and timely results • Measures performance and acts on opportunities for continuous improvement • Prioritises workload effectively and negotiates deadlines where appropriate
Delivers Business Excellence (Tactical)	• Sets clear performance standards that are linked to business unit outcomes • Supports continuous learning and the development of others • Demonstrates and ensures a strong focus on internal and external customer service • Effectively manages and coordinates resources for optimal outcomes
Fosters Working Relationships (Operational)	• Develops existing working relationships and internal networks • Makes an effort to understand others' perspectives, motives, agenda • Openly shares information and knowledge as appropriate • Takes into account the situation and audience and acts accordingly • Actively listens and communicates clearly
Supports Personal Drive and Professionalism (Operational)	• Demonstrates respect for others and high ethical standards • Maintains professionalism and confidentiality • Seeks feedback and reviews own performance • Remains positive and recovers quickly from setbacks • Ensures a focus on wellbeing for self and others and raises concerns where necessary

Acknowledged by
occupant

..... / /
(Print name) (Signature)

Acknowledged by
line manager

..... / /
(Print name) (Signature & title)

