This Position Description outlines the role, skills, relationships, authorities and accountabilities. The position’s competencies and the Bank’s values are included. These form the basis for Job Evaluation, Performance Appraisal (setting key result areas and targets) and Recruitment.

1. Group Purpose Statement

   The Assistant Governor, Corporate Affairs Group oversees, coordinates and ensures the effective and efficient delivery of the following BPNG functions:

   i. Direct the activities of the departments and any other entities reporting to this position.
   ii. Maintain and enhance positive public exposure for the BPNG.
   iii. Continue to build the BPNG’s reputation and brand.
   iv. Forge strong corporate relationships with key external stakeholders.
   v. Effective crisis management.
   vi. Manage the BPNG’s properties and security management.
   vii. Responsible for the strategic planning, development and management of BPNG’s computers and communication systems.
   viii. Responsible for ensuring best HR practices ensuring policies are tailored to attract and retain high quality staff. These include covering employment conditions, staff training and development, equity and diversity and occupational health and safety.
   ix. Responsible for advising the Governor on best practices as it relates to Organization Design and Workforce Planning.
   x. Responsible for disseminating information to the public and media via a range of publications and through the BPNG’s website.
   xi. Bring a change orientation and change leadership to own areas of responsibility and to The Bank’s senior management team.
   xii. Take responsibility for the successful implementation of the appropriate parts of the Bank’s strategic plan, including any documented and agreed changes to this job description.

Contribute, as appropriate, to the coordination, management and to the overall achievement of BPNG’s strategic objectives by assisting the Governor:

   i. On policy discussions and decision making as required.
   ii. With strategic leadership and management of the Bank.
   iii. Through working collaboratively as part of the senior management team.
   iv. Those functions are performed and developed mainly through the work of the Corporate Affairs Group (CAG), which comprises 4 departments with complementary roles:

      a) Corporate Services Department
      b) Human Resources Department
c) Information & Communications Technology Department

d) Facilities & Property Management Department

The Corporate Services Department (CSD) has primary responsible to develop, facilitate and Coordinate official Bank functions and events, Provision of public and media communications and print services to the Bank, Provision of internal support services through provision of staff housing; staff loans, cafeteria and transport, Coordinate and manage specific interdepartmental projects that are related to his/her broader role and contribute to the more effective management of the Bank as a whole, and contributes as appropriate to the performance of other functions and to the overall achievement of BPNG’s strategic objectives

The primary role of the Human Resources Department is to Develop, administer, direct, and implement Human Resources policies and programs for the Bank of Papua New Guinea (the Bank). Major areas covered include, but is not limited to: Organizational Planning, Organizational Development, Employment, Induction, Training, Employee Relations, Compensation, Benefits, Safety and Health, Succession Planning. The department is also responsible for Human Resources practices and objectives that provide a balanced program throughout all divisions and departments, and coordinates implementation through the Bank’s Human Resources staff.

The Information Technology Department has primary responsibility for the management of the Information Technology at the Bank of Papua New Guinea. This includes management of the entire IT infrastructure, Communications, IT Service, Software Applications, Custom, Software Development and IT Purchases that meets the Bank’s goals and expectations.

Facilities Management Department is responsible of the daily operations and management of building systems including repair and maintenance, space management, tenant and service contractor relations. It ensures compliance with environmental and safety standards, legislations and regulatory and tenant’s requirements.

All four departments also appropriately contribute to coordinating and overseeing the effective and efficient delivery of other BPNG functions and to the overall achievement of BPNG’s strategic objectives, as directed by the Assistant Governor, Corporate Affairs Group.

2. Role of Occupational Health & Safety Officer:

The Occupational Health & Safety Officer, Facilities & Property Management Department, is responsible for effectively and efficiently assisting the Department Manager(FPMD), Bank staff and its customers to deliver the above functional responsibilities and be accountable to the Manager, FPMD for the responsibilities detailed at item 7 below.

3. Skills

The Occupational Health & Safety Officer, FPMD will have:

- **Education**: Tertiary Qualification in Risk Management/ Safety or Certificate 4 in Occupational Health & Safety or related field
- **Experience**: Three to five years in similar field.
- **Solid understanding of applicable Workplace Health & Safety Legislation, Central Bank Legislation, Rules, Regulations and Guidelines**
- **Sound knowledge of Safety Management Systems development, administration and auditing.**
Professional/Technical Skills/Attributes:
Proven and well developed communication, organising skills and attention to detail including:

- Basic Technical Skills Process and Procedures
- Competent Technical Skills in Microsoft Office Suite (Word, Power Point, Access Database, Excel)
- Basic Technical Skills in Facilities Management
- Basic Technical Skills in Training
- Basic Technical Skills in Negotiation
- Demonstrate Technical Skills in Project Management, Incident Investigation, Risk Management Techniques
- Excellent written and verbal communication & presentation skills/ experience
- Fluency in Tok Pisin/English
- Must Have a current driving licence

4. Reporting Relationships

5. Working Relationships

The Occupational Health & Safety Officer will:

- Be accountable to the Department Manager, FPMD
- Liaise and work closely with the other officers within the Department

6. Authorities and Delegations

6.1 Financial: (authority limits, budgets …)
- No financial authority
- Seek approval of the Department Manager for all administrative matters/operational matters

6.2 Staffing: (Authority to recruit, review performance …)
- No recruiting authority

6.3 Policies and Procedures: (Authority to vary policy, recommend change …)
- No authority to vary policy
- Assist in recommending changes to the Bank’s internal policies and procedures
- Ensure that the Bank’s internal policies and procedures are applied and followed by FPMD
7. **Accountabilities**

*Key Activities:*

- Ensure that the Bank’s internal policies and procedures are applied and followed by FPMD at all times;
- Lead implementation of OH&S management systems policies, procedures, directives and safe systems of work through the coaching and mentoring of line supervisors, general workforce and direct reports;
- Promote and facilitate the application of various Risk Management Procedures. Work with line management to promote and monitor the timely implementation of identified control measures and action items. Carry out systems audits and workplace inspections aimed at monitoring compliance and performance against OH&S Management Standards, Systems and Procedures;
- Travel to outside BPNG centers for inspection depending on urgency and inspection schedule;
- Provide necessary assistance to achieve timely and effective notification, reporting and investigations into incidents to identify root cause, contributing factors and develop corrective actions to address system deficiencies to prevent future recurrences. Assist line managers and supervisors in the use of the OH&S Incident Reporting Database System;
- Provide specialist support to all onsite Contractors in the areas of; OH&S Systems development, compliance and document bridging;
- Demonstrate high level of personal commitment to the “Incident Free Operations” and be an OH&S Group meeting facilitator. Actively demonstrate and promote safe work attitudes and practices.

7.2 **Contribute to the Bank’s long-term and short-term plans**

*Key Activities:*

- Contribute to the development of the CAG’s strategies and objectives and help monitor their achievement;
- Contribute to the development of the Bank’s long range strategies and objectives and help monitor their achievement;
- Participate in collective advice and decision making on the Bank’s operational plans and resource allocations;
- Ensure compliance with all legal, statutory and organisational policy requirements.

7.3 **Ensure the development of the CAG capability**

*Key Activities:*

- Participate in appropriate induction training;
- Participate in the performance management system processes which are carried out for all department staff;
- Identify training and coaching requirements and seek approval from the Manager, FPMD.

7.4 **Support the Bank’s Corporate Values: Efficiency; Professionalism; Accountability; Teamwork; Transparency; Integrity.**

*Key Activity:*

- Demonstrates behaviours’ consistent with the Bank’s values.
8. Requisite competencies of the role

Core Competencies Matrix

<table>
<thead>
<tr>
<th>Primary focus</th>
<th>Deputy Governor / Assistant Governor</th>
<th>Dept Mgr / Unit Mgr</th>
<th>Bank officer</th>
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</thead>
<tbody>
<tr>
<td>Whole organisation</td>
<td>The team or workgroup</td>
<td>Individual role</td>
<td></td>
</tr>
</tbody>
</table>

Overlap

Deputy Governor / Assistant Governor Competencies

Dept. Mgr / Unit Mgr competencies

Bank officer Competencies

Core Competencies

Planning

- Develops *individual* task plans in support of Department project plans
- Develops individual development plan to support core values, core competencies and the organisation’s policy
- Develops plan to up-date and maintain specialist competencies

Organizing

- Aligns individual contribution with the Department’s commitments through his/her:
  - task priorities
  - personal behaviours
  - support of staff members
  - the application of basic project management practices

Execution & Decision Making

- Follows directions
- Works co-operatively
- Complies with the organisation’s policies and procedures
- Takes accountability for individual task decisions
- Timely processing of requests and tasks
| Leadership                                                                 | ➢ Demonstrates initiative in supporting growth, development & innovation within the Department  
| ➢ Contributes to team effectiveness                                         
| ➢ Sets an example to work colleagues                                        
| ➢ Takes accountability for individual impact on self and others of personal behaviour  
| ➢ Communicates (written and oral) effectively in undertaking the accountabilities of the position  
| ➢ Creates a work group environment that fosters growth, development & innovation  
| ➢ Communicates (written and oral) effectively in undertaking the accountabilities of the position |
| Performance Management                                                      | ➢ Contributes to Department effectiveness  
| ➢ Seeks clarity of expectation and structure for making an effective individual contribution  
| ➢ Participates in the organisation’s mandate performance management processes |
| Relationship management                                                    | ➢ Establishes and maintains effective relationships with peers, customers and suppliers who are necessary for the position’s effective functioning  
| ➢ Is sensitive to and responsive to the needs of the position’s internal customers, suppliers and internal colleagues (impacting on or impacted by the position’s effective functioning). |
| Customer focus                                                            | ➢ Establishes and maintains a customer focussed orientation in the performance of day-to-day work |
| Technical Proficiency                                                     | ➢ Focussed specialist and task skills to enable proficient delivery of the technical work required by the position |