

Job and Person Specification

Title of Role:	Principal Inspector (Organisational Psychologist)	Remuneration Level:	AHP3
Section:	Technical Services Team	Type of Appointment:	Ongoing
Business Unit:	SafeWork SA	Position Number:	P66163

Job and Person Specification Approval



Shane Przibilla

A/Director Compliance and enforcement 01/06/2026

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 Principal Inspector (Organisational Psychologist) is to formulate and provide high-level advice and expert consultancy to SafeWork SA on current and emerging workplace hazards with particular focus on psychosocial hazards and psychological health. The Principal Inspector (Organisational Psychologist) contributes to the management of SafeWork SA's service delivery by providing mentoring, coaching and advisory support to the agency. The incumbent



operates within a politically sensitive environment to address a range of complex organisational, and operational issues.

The Principal Inspector (Organisational Psychologist) will be responsible for the identification and delivery of coordinated psychosocial hazard-based programs across a variety of industries within South Australia. In addition, the role is responsible for providing specialist advice and assistance to the delivery of state-wide intervention activities, and represent SWSA at a State and National level, within their area of professional expertise.

Reporting Relationships

Reports to: Team Leader, Work Environment Unit

Key Relationships/Interactions

- SafeWork SA Executive
- SafeWork SA Chief Advisor, Psychosocial
- SafeWork SA Inspectors and Investigators
- SafeWork SA Advisory
- Outposted Crown Solicitors
- SafeWork SA Employees
- Employer and worker associations / stakeholders
- Government agencies (state and national and statutory authorities (state and national) including Return to Work SA and Education Institutions.

Key Challenges

- Ensuring that coaching, mentoring and advisory activities for inspectors and advisers covers all aspects of administration, legislation, and application of compliance strategies.
- Promoting and maintaining a positive team culture
- Provide high level technical specialist support to Compliance and Enforcement and other relevant personnel.
- Establish and maintain the regulatory dialogue to a diverse group of stakeholders.

Special Employment Conditions (If required)

- Obtain and keep current a National Police Certificate clearance in accordance with AGD requirements.
- Out of hours work will be required on an ad hoc basis.
- Possession of a minimum Class C driver's licence is essential.
- The Inspector may be required to take part in the on-call roster.
- A Corporate wardrobe is supplied and may be worn in line with SafeWork SA Dress and Personal Protection Policy when interacting with stakeholders.
- Some intra and interstate travel requiring overnight absences may be required.



AGD Conditions

- 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.
- Employment is dependent upon a General Employment Probity Screening clearances that the AGD finds satisfactory.

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 Principal Inspector (Organisational Psychologist) is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
<p>Provision of advice</p>	<ul style="list-style-type: none"> • Provide expert and specialist advice and guidance to inspectors and advisors in educational, enforcement and prevention activities in psychosocial hazards and psychological health. • Plan coordinate and conduct workplace visits and inspections with inspectors when specialist expertise and consultancy is 	<ul style="list-style-type: none"> • Enquiry response within agreed timeframes • Provide reports and advice in a timely manner to agreed time frames. • Quality and timeliness of advice. • A high level of consistency achieved in the provision of expert advice. • Positive feedback from stakeholders.



	<p>required in relation to the professional discipline.</p> <ul style="list-style-type: none"> • Undertake the analysis of complex issues and risks and develop and deliver reports and presentations on emerging workplace hazards to a range of audiences, including key stakeholders. • Contribute to the development of operational policy and provide specialist advice to the development of standards in specialist areas relating to psychosocial hazards. • Provide expert specialist advice to internal and external stakeholders in the area of psychosocial hazards. • Provide support, guidance to the agency in the area of psychosocial hazards. • Provide advice and make decisions where the legislation or standards are unclear by applying professional expertise, giving due regard to the strategic directions of the agency, the safety of workers, public safety, and potential impact on stakeholders. 	
<p>Support Inspectorate and Advisory Service</p>	<ul style="list-style-type: none"> • Provide advice and coaching to relevant staff to undertake effective psychosocial hazard compliance activities. • Assist to develop, implement, and evaluate significant training programs and projects for psychosocial hazards and psychological health. • Manage and deliver assigned activities and projects that contribute to improve training outcomes across the agency. • Assist in developing organisational capability within SafeWork SA in relation to the identification and management of workplace hazards related to area of professional expertise 	<ul style="list-style-type: none"> • Time frames met. • Accurate and up to date files on complex matters • Assist developing relevant training programs where necessary. • Liaise with Training Coordinator to develop skills needs. • Consistency in the delivery of services.



<p>Develop and manage campaigns.</p>	<ul style="list-style-type: none"> • Coordinate complex proactive campaigns and programs in support of National and State strategies related to psychosocial hazards. • Utilising professional expertise, interpret legislation and regulations, advise on trends, develop strategies, and coordinate the delivery of programs and projects. • Ensure emerging public safety and security issues related to psychosocial hazards are identified documented and analysed. 	<ul style="list-style-type: none"> • Implement and oversee programs in line with National/State strategies and business needs. • Compliance plans are targeted, in line with legislative requirements. • Met within agreed timeframes.
<p>Stakeholder Relationships</p>	<ul style="list-style-type: none"> • Create productive and positive internal and external stakeholder relationships that demonstrably facilitate mutually beneficial outcomes. • Contribute to the agency's corporate communications strategy related to professional discipline and communicate key messages (particularly those where there is exist some complexity) around major projects, including managing and ensuring the consistency of those messages across industry. • Provide regular and effective information which targets special internal and external groups with the aim of increasing the awareness of, and enthusiasm towards, psychosocial WHS. • Provide an expert consultancy service to SafeWork SA Executive across psychosocial hazard risks and related matters in South Australia. 	<ul style="list-style-type: none"> • Engage with stakeholders as required ensuring expectations are managed appropriately and professionally. • Industry compliance rates improve consistent with agency notifications and published material. •
<p>Monitor emerging workplace health hazards.</p>	<ul style="list-style-type: none"> • Manage the development and provide advice on safety alerts related to professional discipline. • Coordinate the development of operational strategies to secure 	<ul style="list-style-type: none"> • Applying relevant technical and contextual knowledge on case merit



	<p>compliance relating to psychosocial hazards and psychological health.</p> <ul style="list-style-type: none"> • Review of policies, practices, and functions in relation to emerging workplace hazards, applying professional expertise. 	<ul style="list-style-type: none"> • Provide responses to presentation requests within agreed timeframes. • Attend Government specialist's national forums and assist with providing state responses to issues within reasonable time frames. • Operational outcomes delivered in a timely manner. • Policy implemented within agreed time frames. • Quality of policies and procedures
Project Management	<ul style="list-style-type: none"> • Provide professional advice to, and undertake, all aspects of complex projects for SWSA as subject matter expert. • Monitor and implement project schedules. • Oversee actions to rectify variations from agreed project plans. • Maintain project management plans and associated documentation including forecasting and reporting. • Manage the review and recording of project progress, issues, and outcomes, communicating to management in a timely manner. • Determine quality requirements and implement quality assurance. • Establish and maintain any project management systems required. • Coordinate and implement the delivery of projects to support the overall work plan 	<ul style="list-style-type: none"> • Relevant project management techniques and lifecycle methodologies are applied. • Projects implemented according to AGD and SWSA policy and frameworks. • Risks and issues identified and managed for projects in accordance with policy and process. • Appropriate project documentation developed and maintained throughout projects. • Project plans and reports provided as required. • Projects finalised and closed in accordance with departmental procedures. • Quality assurance requirements implemented and adhered
Continuous Improvement	<ul style="list-style-type: none"> • Influence, maintain and support a culture of high performance, professionalism, and continuous improvement in psychosocial hazards areas within teams. • Provide high level advice on complex psychosocial matters related legislative issues affecting industry. 	<ul style="list-style-type: none"> • Identify and initiate opportunities for improvements in systems and objectives of SafeWork SA and drive continuous improvement in order to meet the requirements of psychosocial hazards related agenda and identified trends affecting industry and South Australian communities.



<p>Contribute to Culture</p>	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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.
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Technical Expertise

Qualifications, Skills, Knowledge and Experience relevant to the role

<p>Technical Expertise (Essential)</p>	<ul style="list-style-type: none"> • A relevant degree in organisational/industrial psychology. • Current and full registration with the Psychology Board of Australia • Proven capability to acquire and update knowledge of work-related psychological Hazards. • Ability to conduct risk assessments and implement control measures for psychosocial hazards. • Comprehensive and current knowledge in one or more areas within the workplace health hazards (e.g., psychosocial hazards) including detailed knowledge of state and national initiatives. • Demonstrated experience undertaking demanding evaluations with a high level of professional independence including, researching, analysing, and evaluating complex information from a range of sources and deliver options, policy advice, recommendations and plans for action. • High level initiative, sound project management and report writing skills are applied in the achievement of program and project objectives within the framework of SWSA corporate goals. • Proven ability to effectively engage stakeholders, consult, liaise, influence, and negotiate successfully with a broad range of people at all levels. • Proven ability to work under general policy direction, deliver professional leadership, develop, and maintain effective working relationships and deliver high quality programs and major investigations in a timely manner. • An awareness of the relevant legislation, policies, and procedures, including Code of Ethics, EEO and cultural inclusion. • An understanding of the legislative requirements of the Work Health and Safety Act 2012. • An awareness of and ability to work to the spirit and principles of AS/NZS ISO 31000 Risk Management. • Demonstrated adherence to professional codes of conduct, including strict adherence to privacy and confidentiality principles
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Technical Expertise (Desirable)	<ul style="list-style-type: none">• Extensive experience in dealing with complex and emerging issues knowledge of key legislation administered by SafeWork SA.• A member of the Society for Industrial and Organisational Psychology Australia.• A strong commitment to research and evaluation• Demonstrated knowledge and experience applying health promotion principles and practice, particularly in the work health, safety, and wellbeing spheres.
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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 Manager, Corporate Communications role. 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
Strategic Focus (Tactical)	<ul style="list-style-type: none"> Actively promotes goals and strategic direction. Translates strategies and goals into achievable plans. Ensures work goals are linked to the bigger picture. Considers the broader political environment and context when decision making. Promotes creative and innovative thinking
Results Orientation (Tactical)	<ul style="list-style-type: none"> Develops plans with clear outcomes and supports others to achieve these. Is accountable for the delivery of quality, timely and cost-effective results. Confidently makes decisions showing good judgement. Effectively prioritises and re-negotiates tasks as needed. Reviews performance and seeks opportunities to implement continuous improvement
Service Delivery Excellence (Tactical)	<ul style="list-style-type: none"> Identifies trends, potential problems and opportunities and incorporates into plans. Promotes and ensures a strong focus on internal and external customer service. Effectively manages capability and coordinates resources for optimal outcomes.
Relationship Management (Tactical)	<ul style="list-style-type: none"> Represents the agency and public sector effectively in public and government forums. Maintains awareness of the political context and acts accordingly. Develops effective working relationships and internal and external networks. Appropriately identifies and collaborates with relevant stakeholders. Shares information and knowledge Tailors approach and communication style to suit the situation and audience
Professional Approach and Drive (Tactical)	<ul style="list-style-type: none"> Demonstrates and promotes professionalism and confidentiality when dealing with sensitive issues. Identifies and considers risk in decision making. Remains positive and recovers quickly from setbacks. Promotes adaptability in dealing with change. Seeks opportunities to strengthen areas for development.

Acknowledged by occupant (Print name) (Signature) / /

Acknowledged by line manager (Print name) (Signature & title) / /

