

Job and Person Specification

Title of Role:	Principal Inspector (Occupational Hygienist)	Remuneration Level:	PO3
Section:	Technical Services Team	Type of Appointment:	Ongoing
Business Unit:	SafeWork SA	Position Number:	P26638

Job and Person Specification Approval

 15/04/2024
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 (Occupational Hygienist) is to formulate and provide high-level advice and expert consultancy to SafeWork SA on current and emerging workplace hazards with particular focus on human factors, occupational hygiene. The Principal Inspector (Occupational Hygienist) contributes to the management of SafeWork SA's service delivery by providing mentoring, coaching and advisory support to team members. The incumbent operates within a politically sensitive environment to address a range of complex organisational, operational and staff issues.

The Principal Inspector (Occupational Hygienist) will be responsible for the identification and delivery of coordinated hygiene 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

Team Leader, Work Environment Unit



Key Relationships/Interactions

- Team Managers and inspectorial and policy staff across the business unit
- Key senior personnel in public and private industries
- Employer and worker associations / stakeholders
- Government agencies, statutory organisations including Return to Work SA and educational 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

- 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
- Some out of hours work may be required
- Possession of a minimum Class C driver's licence is essential
- The Inspector will be required to take part in the on-call roster
- Some intra and interstate travel requiring overnight absences will be required.
- A Corporate wardrobe is supplied and may be worn in line with SafeWork SA Dress and Personal Protection Policy when interacting with stakeholders.

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; and
- 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 (Occupational Hygienist) 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 occupational hygiene • Plan coordinate and conduct workplace visits and inspections with inspectors when specialist expertise and consultancy is required in relation to the professional discipline • 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 occupational hygiene. • Provide expert specialist advice to internal and external stakeholders in the area of occupational hygiene • Provide support, guidance to the agency in the area of occupational hygiene. • 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. 	<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>Support Inspectorate and Advisory Service</p>	<ul style="list-style-type: none"> • Provide advice and coaching to relevant staff to undertake effective ergonomic activities • Assist to develop, implement and evaluate significant training programs and projects for ergonomics. • Manage and deliver assigned activities and projects that contribute to improve training outcomes across the agency. • Actively seek feedback on the effectiveness of operational tools and processes. 	<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 occupational hygiene. • 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 occupational hygiene 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, WHS. • Provide an expert consultancy service to SafeWork SA Executive across occupational hygiene 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 review of safety alert and information • Manage, and provide advice on, safety alerts across South Australia. • Coordinate the development of operational strategies to secure compliance relating to occupational hygiene. • Review of policies, practices and functions in relation to emerging workplace hazards, applying professional expertise. • Assist in ensuring that emerging workplace hazards are developed and maintained in SafeWork SA by providing expert consultancy and formulating strategic approaches to management of issues. • 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"> • Applying relevant technical and contextual knowledge on case merit • 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
<p>Project Management</p>	<ul style="list-style-type: none"> • Provide professional advice to, and undertake, all aspects of complex projects for SWSA • 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



<p>Continuous Improvement</p>	<ul style="list-style-type: none"> • Influence, maintain and support a culture of high performance, professionalism and continuous improvement in occupational hygiene areas within teams. • Provide high level advice on complex occupational hygiene 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 occupational hygiene 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.



Technical Expertise

Qualifications, Skills, Knowledge and Experience relevant to the role

Technical Expertise (Essential)	<ul style="list-style-type: none">• A relevant degree (e.g., health science, chemistry, occupational hygiene, public health).• Extensive experience in determining operational priorities, strategies and work standards and the successful initiation, planning, implementation and evaluation of complex and high level workplace health hazards projects.• Comprehensive and current knowledge in one or more areas within the workplace health hazards (e.g., occupational hygiene, ergonomics,) 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.
Technical Expertise (Desirable)	<ul style="list-style-type: none">• Extensive experience in dealing with complex and emerging issues• Advanced user of IT applications (Word, Excel, PowerPoint, Project)• Knowledge of injury prevention principles• Sound experience in working in a WHS and/or research environment.



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 Principal Inspector (Occupational Hygienist). 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 Sets aside time to engage in forward planning for his/her area of responsibility
Results Orientation (Tactical)	<ul style="list-style-type: none"> Develops plans with clear outcomes and supports others to achieve these Critically evaluates the problem in its entirety before identifying and implementing best possible solution Confidently makes decisions showing good judgement Effectively prioritises and re-negotiates tasks as needed
Service Delivery Excellence (Tactical)	<ul style="list-style-type: none"> Identifies trends, potential problems and opportunities and incorporates into plans Identifies and manages capability and expertise of the workgroup to achieve outcomes Promotes and ensures a strong focus on internal and external customer service
Relationship Management (Tactical)	<ul style="list-style-type: none"> Represents the agency and public sector effectively in public and government forums Develops effective working relationships and internal and external networks Appropriately identifies and collaborates with relevant stakeholders Actively listens and communicates in a clear and concise manner
Professional approach and drive (Tactical)	<ul style="list-style-type: none"> Builds a culture of respect and high ethical standards Demonstrates and promotes professionalism and confidentiality when dealing with sensitive issues Willing to put own views forward and challenges opposing views in a respectful manner Identifies and considers risk in decision making Remains positive and recovers quickly from setbacks Seeks opportunities to strengthen areas for development

Acknowledged by
occupant

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

Acknowledged by
line manager

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

