

Job and Person Specification

Title of Role:	WHS Inspector	Remuneration Level:	ASO5
Section:	Inspectorate Regional	Type of Appointment:	Term
Business Unit:	SafeWork SA	Position Number:	P26503

Job and Person Specification Approval

 06/ 02/ 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 WHS Inspector is accountable for engaging with and connecting with workers and employers across South Australia, ensuring that workplaces are safe, fair and productive. The WHS Inspector will use their legislated powers in both a reactive and proactive setting to assist in ensuring that South Australia enjoys the highest standards of workplace and public safety and standards.

Reporting Relationships

Reports to: Team Leader (Inspectorate team)



Key Relationships/Interactions

- SWSA Executive
- SWSA Employees
- Industry stakeholders, unions and associations
- Other government agencies (state and national)
- Private sector organisations such as PCBU's, unions, union representatives, industry associations; and
- Specialist WHS and I.R. staff within the private sector

Key Challenges

- Working within a confidential, challenging and politically sensitive environment
- Administering legislation and the application of agency strategies in the workplace
- Prioritising and managing the demands of an ever-changing workload of varying complexities and degrees of urgency

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 may 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 Inspector 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.
- May be required to be vaccinated to enable access to certain worksites.

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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
- Compressed Hours
- Flexible working arrangements are available in this role with appropriate approval.

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 WHS Inspector is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
Enforcing compliance	• Enforce compliance of legislation within the jurisdiction of SafeWork SA • Interpret and advise on the application of relevant Acts • Respond to notifiable incidents and complaints, including fatalities, serious injuries or illnesses and dangerous occurrences • Conduct site (and return) visits, proactive audits, and attend community events as required to ensure compliance with WHS laws and legislation • Conduct dynamic risk assessments • Assist with elements of investigation work including identifying key parties, taking and storing photos, taking statements, preserving evidence, securing the scene • Prepare and issue statutory notices	• Undertake reactive and proactive worksite visits to deliver on SafeWork SA's Key Performance Indicators • Active participation and contribution in responsible and safe work practices • Abides by the Acts, Regulations, Policies and Procedures relevant to employees of the Department
Stakeholder engagement and advice	• Engage and liaise with internal and external stakeholders • Contribute to the preparation of Ministerial briefings and responses as required • Provide advice, education, presentations and guidance to clients, promoting safe and healthy workplace behaviours, processes and policies to ensure compliance with relevant Acts • Resolve or determine issues between relevant parties	• High levels of stakeholder satisfaction regarding communication and liaison in relation to compliance issues • Advice to all stakeholders including complainants is provided in a timely and concise manner • Stakeholder agencies consulted where appropriate with regard to advice or information



Case Management	• Maintain accurate records in accordance with the <i>State Records Act 1997</i> • Contribute to the development of protocols and standards for audits • Take part in case conferences and provide recommendations for action • Review database prior to site visits • Maintain and keep up to date case files • Field customer enquiries via phone, counter enquiries and email • Take part in policy reviews • Create inspection reports and provide to PCBU following initial inspection • Create file summaries at the closure of a case • Manage caseload	• All key tasks associated with administering the statutory requirements and notices have been completed, InfoNET updates, have been completed appropriately on a regular basis • All cases are managed to ensure that they are completed efficiently within the required timeframe and within the SWSA standards • Documents and correspondence filed according to <i>State Records Act 1997</i>
Team work	• Assist, support and work collaboratively with SafeWork SA personnel • Provide guidance to new staff members and assist in job shadowing where required • Contribute to and engage in SafeWork SA programs as directed by the leadership team • Participate in and contribute to team-based training and activities	• Takes part in and contributes to all activities, programs and training as specified by SafeWork SA leadership team • Embodies the values and abides by the policies and procedures of the Department in all interactions with internal and external stakeholders
Contribute 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 WHS 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)	• Knowledge of the legislation administered by SafeWork SA and ability to interpret and apply relevant Acts • Extensive experience in the field of Work Health and Safety (WHS) or similar field knowledge of industry sectors and stakeholder groups such as unions and employer association • Proven ability to investigate possible breaches of workplace legislation, record statements, conduct interviews, write relevant reports, maintain appropriate records, collect evidence or present in court if required • Experience in applying legislative authority in a balanced manner and evaluate workplace legislative compliance through audit, inspection and direction • Proven ability to facilitate improvement in workplace legislative performance, liaise with industry stakeholders, develop and implement improvement strategies and provide advice and guidance • Demonstrated ability in understanding client needs to evaluate, develop, provide and promote an effective client service • Proven ability in communicating effectively both in writing and verbally (including public speaking), managing/resolving conflict and working as part of a multi-disciplinary team • 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)	• General understanding of the practical application of policies, procedures and legislation (eg WHS, IR etc) in a work environment • Experience in one or more of the following industry sectors: construction, demolition, electrical, utilities, manufacturing, retail, transport, wholesale, storage, primary industries, community, business services, health, education, Government or agriculture • Demonstrated ability to use databases and related record keeping tools • A WHS Diploma, Diploma of Government (Workplace Inspection) or other appropriate qualification



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 WHS Inspector. 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)	• Supports strategic direction and plans • Identifies and manages risk as appropriate and escalates as necessary • Is sensitive to political drivers influencing priorities and decisions • Adapts quickly to changing and emerging priorities
Achieves and Monitors Own Results (Operational)	• Monitors progress towards achieving outcomes • Takes responsibility for the delivery of quality and timely results • Critically evaluates issues and ensures solutions are practical and achievable
Supports Service Delivery Excellence (Operational)	• Identifies and delivers high quality internal and external customer service • Identifies and raises awareness of trends, potential problems and opportunities • Uses capability and expertise of the workgroup to achieve outcomes
Establishes Relationships and Engages Others (Tactical)	• Represents the agency and public sector effectively in public and government forums • Effectively identifies, manages and resolves conflict • Develops effective working relationships and internal and external networks • Appropriately identifies and collaborates with relevant stakeholders • Maintains awareness of the political context and acts accordingly
Support Personal Drive and Professionalism (Operational)	• Promotes a culture of respect and high ethical standards • Maintains professionalism and confidentiality when dealing with sensitive issues • Is aware of risks and makes decisions accordingly • Seeks feedback and reviews own performance • Constructively expresses own views and respects the views of others

Acknowledged by
occupant

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(Print name) (Signature)

Acknowledged by
line manager

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(Print name) (Signature & title)

