

# Job and Person Specification

**Title of Role:** SENIOR WHS INSPECTOR      **Remuneration Level:** ASO 5  
**Business Unit:** SAFEWORK SA      **Type of Appointment:**  
**Division:**      **Position Number:**

## Job and Person Specification Approval

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### Primary Purpose

The Senior WHS Inspector is accountable for engaging and connecting with workers and employers across South Australia, ensuring that workplaces are safe, fair and productive. The Senior Inspector helps to ensure that South Australia enjoys the highest standards of workplace and public safety by way of positive compliance and enforcement engagement.

### Reporting Relationships

- Team Manager
- Team Leader

### Key Relationships/Interactions

- Inspectors
- Administration Staff
- Specialist Staff
- Industry Stakeholders
- Other Team Leaders
- Investigators

### 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.
- Maintaining a consistent approach to the application of applicable laws.

### Special Conditions

- Some 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 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.



## **AGD Conditions**

- Participation in the performance review and development process.
- Actively participate in all mandatory training requirements.
- Abide by the standards in the Code of Ethics for the South Australian Public Sector (the Code).
- Employment is dependent upon a National Police Certificate clearance that the AGD finds satisfactory.

## **Flexible Working Arrangement Options**

- Flexitime arrangements are available in this role.



**Responsibilities**

This Job and Person Specification provide 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 Inspector is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
<b>Service delivery</b>	<ul style="list-style-type: none"> <li>Assist persons conducting a business or undertaking to provide for the health, safety and welfare of workers, and to protect the public, by the elimination of hazards and risks at their source.</li> </ul>	<ul style="list-style-type: none"> <li>Undertake reactive and proactive worksite visits to deliver on SafeWork SA's Key Performance Indicators.</li> </ul>
	<ul style="list-style-type: none"> <li>To administer the statutory requirements of work health and safety, dangerous substances, other relevant legislation and codes of practice and provide advice to all parties on their specific responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure all key tasks associated with administering the statutory requirements have been completed and notices, InfoNET summaries etc., have been completed appropriately, on a regular basis.</li> </ul>
	<ul style="list-style-type: none"> <li>To investigate fatalities, dangerous occurrences, complaints, notifiable incidents which may include the compilation of evidentiary reports for prosecution proceedings against organisations or persons for breaches of legislation, and produce related reports as required.</li> </ul>	<ul style="list-style-type: none"> <li>All cases are managed to ensure that they are completed efficiently within the required timeframes.</li> </ul>
	<ul style="list-style-type: none"> <li>Investigate complaints, notifiable incidents, which includes fatalities.</li> </ul>	<ul style="list-style-type: none"> <li>All cases are managed to ensure that they are completed efficiently within the required timeframes.</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>Responsible and accountable for adhering to the requirements of the WHS Act 2012; relevant WHS Regulations 2012; the Equal Opportunity Act 1984; the PS Act 2009; the Code of Ethics for Public Sector employees; the principles of diversity; and the Department's policies and procedures;</li> <li>Keep accurate and complete records of business activities in accordance with the State Records Act 1997.</li> </ul>	<ul style="list-style-type: none"> <li>Active participation and contribution in responsible and safe work practices.</li> <li>Abides by the Acts, Regulations, Policies and Procedures relevant to employees of the Department;</li> <li>Documents and correspondence filed according to States Records Act, 1997.</li> </ul>



## Technical Expertise

### Qualifications, Skills, Knowledge and Experience relevant to the role

<p><b>Technical Expertise (Essential)</b></p>	<ul style="list-style-type: none"> <li>• Knowledge of the legislation administered by SafeWork SA.</li> <li>• 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 associations.</li> <li>• Proven ability to investigate incidents/accidents or possible breaches of workplace legislation, recording statements, conduct interviews, write investigation and other related reports, maintain appropriate records, collect evidence and present in court if required.</li> <li>• Proven ability to apply legislative authority in a balanced manner and evaluate workplace legislative compliance through audit, inspection and direction.</li> <li>• Proven ability to facilitate improvement in workplace legislative performance, liaise with industry stakeholders, develop and implement improvement strategies and provide advice and guidance.</li> <li>• Demonstrated ability in understanding client needs to evaluate, develop, provide and promote an effective client service.</li> <li>• Proven ability in communicating effectively both verbally and in writing (include public speaking), managing/resolving conflict, and working as part of a multidisciplinary team.</li> </ul>
<p><b>Technical Expertise (Desirable)</b></p>	<ul style="list-style-type: none"> <li>• General understanding of the practical application of policies, procedures and legislation (e.g. WHS) in a work environment.</li> <li>• Experience in one or more of the following industry sectors: construction, demolition, utilities, manufacturing, retail, transport, wholesale, storage, primary industries, community, business services, health, education, Government or agriculture.</li> <li>• Demonstrated ability to use databases and related record keeping tools.</li> <li>• A WHS Diploma, Diploma of Government (Workplace Inspection) or other appropriate qualification.</li> </ul>

**Behavioural Capabilities**

Descriptors below detail the behavioural capabilities required for performance in the Inspector. KEY behaviours for this role are listed with the critical behaviours highlighted in **bold**. These behaviours have been drawn from a larger number of relevant behaviours in AGD's Performance Matrix. This broader group of behaviours are applicable to your ongoing success in the role.

Category and level	Behaviours
<b>Strategic Focus ASO5</b>	<ul style="list-style-type: none"> <li>Supports strategic direction and plans</li> <li>Identifies and manages risk as appropriate and escalates as necessary</li> <li>Is sensitive to political drivers influencing priorities and decisions</li> <li>Contributes to the drive for change and innovation</li> <li>Adapts quickly to changing and emerging priorities</li> </ul>
<b>Results Orientation ASO5</b>	<ul style="list-style-type: none"> <li>Takes responsibility for the delivery of quality and timely results</li> <li>Critically evaluates issues and ensures solutions are practical and achievable</li> <li>Prioritises workload effectively and negotiates deadlines where appropriate</li> </ul>
<b>Service Delivery Excellence ASO5</b>	<ul style="list-style-type: none"> <li>Identifies and raises awareness of trends, potential problems and opportunities</li> <li>Identifies and delivers high quality internal and external customer service</li> <li>Utilises available internal and external resources for optimal outcomes.</li> </ul>
<b>Relationship Management ASO5</b>	<ul style="list-style-type: none"> <li>Represents the agency and public sector effectively in public and government forums</li> <li>Effectively identifies, manages and resolves conflict</li> <li>Maintains awareness of the political context and acts accordingly</li> <li>Develops effective working relationships and internal and external networks</li> <li>Appropriately identifies and collaborates with relevant stakeholders</li> <li>Shares information and knowledge</li> <li>Tailors approach and communication style to suit the situation and audience</li> <li>Identifies opportunities to negotiate for improved outcomes</li> <li>Actively listens and communicates in a clear and concise manner</li> </ul>
<b>Professional approach and drive ASO5</b>	<ul style="list-style-type: none"> <li>Promotes a culture of respect and high ethical standards</li> <li>Supports diversity and uses this to enhance outcomes</li> <li>Maintains professionalism and confidentiality when dealing with sensitive issues</li> <li>Constructively expresses own views and respects the views of others</li> <li>Is aware of risks and makes decisions accordingly</li> <li>Remains positive and recovers quickly from setbacks</li> <li>Adapts effectively to change</li> <li>Looks for opportunities to engage in development activities</li> <li>Seeks feedback and reviews own performance</li> <li>Ensures a focus on wellbeing for self and others and raises concerns where necessary</li> </ul>

Acknowledged by occupant

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(Print name)

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(Signature)

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Acknowledged by line manager

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(Print name)

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(Signature & title)

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