



POSITION DESCRIPTION

JOB TITLE: Senior Inspector – Industrial Relations CLASS: ASO5 POSITION NO.:	DEPARTMENT: Premier and Cabinet BUSINESS UNIT: SafeWork SA BRANCH: Field & Front Line Services SECTION:
This Position Reports to: <ul style="list-style-type: none">• Team Manager (MAS2)	Positions Reporting to this Position: <ul style="list-style-type: none">• Nil
Primary Purpose of Position <ul style="list-style-type: none">• To make a significant contribution to the development and maintenance of fair, productive and safe workplaces in South Australia ensuring the highest standards of workplace industrial relations.• To provide industrial relations advice and assistance to workplace employers, employees, and the public.• To investigate alleged breaches of federal and state industrial relations and related legislation.• To ensure employer and employee compliance with the provisions of a range of State and Commonwealth industrial relations and related legislation administered by the Agency. (Fair Work Act 2009 (Cth), Fair Work Act 1994, Long Service Leave Act 1987, Shop Trading Hours Act 1977, Employment Agents Registration Act 1995, Occupational Health, Safety and Welfare Act 1986).• To advise, conciliate and negotiate, under regulatory and directive powers of the relevant workplace industrial relations legislation, resulting in effective outcomes from industrial relations complaints, disputes and legislation infringements.• To provide a range of preventative industrial relations services to the South Australian community including audits, education and information sessions and promotional activities.	
Outcomes <ul style="list-style-type: none">• Fair, productive and safe workplaces in South Australia.• Timely and effective industrial relations advice to workplace employers, employees and the public.• Increased client and community awareness of the relevant industrial relations and related legislation.• Resolution of industrial relations complaints in accordance with relevant KPI's.• Compliance with the relevant industrial relations and related legislation.• Effective administration of the statutory requirements of all relevant legislation.	

<p>Resource Management</p> <ul style="list-style-type: none"> • Nil 	<p>Essential Attributes (Knowledge/Skills/Experience Requirements)</p> <p>Knowledge</p> <ul style="list-style-type: none"> • Extensive knowledge of the relevant workplace industrial relations legislation administered by the Agency. • Proven understanding of the Agency's values, mission, objectives and functions enabling the Inspector to promote the legislation administered by Agency to achieve compliance. <p>Skills</p> <ul style="list-style-type: none"> • Proven ability to promote compliance with legislation in the workplace. • Proven ability to facilitate improvement in workplace industrial relations performance. • Proven ability to investigate possible breaches of workplace legislation. • Proven ability to gather and prepare evidence. • Proven ability to undertake negotiations and manage conflict. • Proven ability to coordinate resource allocation and usage. • Proven ability to develop and promote client services. • Proven ability to undertake research and analysis. • Proven verbal and written communication skills. • Ability to give evidence in court. • Ability to undertake workplace audits and education sessions. <p>Experience</p> <ul style="list-style-type: none"> • Extensive experience in industrial relations as an inspector, practitioner or similar.
<p>Essential Qualifications</p> <ul style="list-style-type: none"> • Nil 	
<p>Desirable Qualifications</p> <ul style="list-style-type: none"> • A relevant Diploma or other appropriate qualification 	
<p>Desirable Attributes</p> <p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge of the Fair Work Act 2009 (Cth) including Modern Awards, Pre-reform Awards, Enterprise Agreements and other relevant legislative instruments. • Knowledge of conciliation and arbitration processes. • Knowledge of auditing procedures. <p>Experience</p> <ul style="list-style-type: none"> • Experience in the interpretation of Industrial Awards and Enterprise Agreements. • Experience in a workplace industrial relations environment. <p>Skills</p> <ul style="list-style-type: none"> • Communication skills dealing with diverse cultural groups in the workplace, unions, employer associations and other relevant stakeholders. • Ability to be flexible and adaptable in response to organisational and operational change. 	

<p>Key Relationships/Interactions</p> <ul style="list-style-type: none"> • Reports to the Team Manager, under limited direction. • Liaises with members of industry teams and regional staff. • Liaises with officers from the Office of the Fair Work Ombudsman. • Liaises with workplace employers and employees, and members of the public. • Liaises with employer and employee associations. 	<p>Key Challenges</p> <ul style="list-style-type: none"> • Working within a confidential, potentially hostile, and politically sensitive environment. • Administering legislation and the application of compliance strategies in the workplace. • Administering Federal industrial relations legislation • Prioritising and managing the demands of an ever-changing workload of varying complexities and degrees of urgency.
<p>DPC Employment Conditions</p> <ul style="list-style-type: none"> • Employment conditions will be governed by the Public Sector Act 2009 and the incumbent will be expected to work in a manner consistent with the DPC Code of Ethics. • Appointment as a Fair Work Inspector under Commonwealth legislation. • The incumbent must be prepared to be assigned to another position at this remuneration level or equivalent. • The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with the State Records Act 1997. • The incumbent is responsible and accountable for working in an equitable manner and taking reasonable care to protect his/her own health, safety and welfare and avoiding adversely affecting the health and safety of others at work by complying with OHS&W and EEO policies, practices and legislation. • The incumbent will provide the highest standards of customer service to clients at all levels by modelling service excellence that meets the needs of customers and enhances the corporate profile of the organisation. 	
<p>Special Conditions</p> <ul style="list-style-type: none"> • Some intra and interstate travel requiring overnight absences may be required. • Some out of hours work may be required. • Inspectors (Industrial Relations) are located in either metropolitan industry-based teams or country regional offices but may be assigned to other locations within the Agency either on a temporary or continuing basis. • Possession of a Class 1 driver's licence is preferable. 	

Signature: **Date:**/...../.....
Branch Manager/Delegate

