

Job and Person Specification

Title of Role: Principal Inspector - Authorisations **Remuneration Level:** ASO6
Business Unit: SafeWork SA **Type of Appointment:** Ongoing
Division: Construction Team **Position Number:**

Job and Person Specification Approval

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Primary Purpose

The primary purpose of the Principal Advisor- Authorisations is to develop, implement and coordinate compliance and education activities involving accredited assessors and registered training organisations, and provide high level advice and information to internal and external stakeholders to ensure a high level of understanding of legislative requirements in relation to authorisations.

Reporting Relationships

- This position reports to the Manager, Construction Team

Key Relationships/Interactions

- Works collaboratively with the members of the Authorisation Unit within Construction Team
- Mentors and supports inspectors undertaking compliance projects and investigations
- Liaises with registered training organisations and regulatory authorities
- Provides high level advice to industry

Key Challenges

- Administering legislation and the application of compliance strategies in the workplace
- Managing high volumes of complex work in accordance with agreed timeframes
- Working within a confidential, potentially hostile and politically sensitive environment
- Engaging stakeholders in high risk industries to improve WHS performance and compliance

Special Employment Conditions (if relevant)

- Some out of hours work may be required
- Possession of a Class C driver's licence is essential
- Some interstate and/or intrastate travel requiring overnight absences may be required

AGD Conditions

- Participation in bi-annual performance review and development;
- 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 National Police Certificate clearance that the AGD finds satisfactory.

Flexible Working Arrangement Options (Optional Insertion)

- Flexitime arrangements are available in this role.
- Compressed weeks arrangements are available in this role.
- Work from home or telework arrangements are available in this role.
- Remote working 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 Principal WHS Inspector – Authorisation & High Risk Plant is responsible for:

| Key Responsibilities | Specified Duties | Performance Indicator/Measurement |
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| 1. Manage Projects | <ul style="list-style-type: none"> Plan, implement and undertake strategic compliance and audit programs, utilising inspectors and specialist staff to ensure compliance with safety standards, with a focus on education Deliver professional, timely and accurate research activities and project reports in accordance with agreed timelines and specifications Provide high level briefings and advice to the Minister, SafeWork SA Executive, Managers and Inspectors as well as industry stakeholders | <ul style="list-style-type: none"> Annual project plan to audit accredited assessors is finalised and approved before the end of the previous calendar year Annual project plan to audit accredited assessors is implemented within specifications and timeframes Annual audit programs will provide focus on known areas of non-compliance and risk |
| 2. Undertake assessments and make recommendations | <ul style="list-style-type: none"> Undertake a timely review of authorisation applications in accordance with legislative requirements | <ul style="list-style-type: none"> 100% of authorisations are issued within delegated authority and in accordance with legislative requirements 95% of authorisations are processed within agreed timeframes |
| 3. Provide advice and information | <ul style="list-style-type: none"> Participate in regular industry forums, in particular for accredited assessors and registered training organisations Provide high level technical, professional and impartial advice to internal and external stakeholders within agreed timeframes | <ul style="list-style-type: none"> 80% of simple requests for advice and information are responded to within 48 hours 80% of complex requests for advice and information are responded to within 7 days |



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| <p>4. Support inspectorate functions</p> | <ul style="list-style-type: none"> • Provide high level technical, professional and impartial information, advice and support to inspectorate functions, including complex investigations relating to authorisations | <ul style="list-style-type: none"> • 90% of complaints and notifications referred to the team are actioned within 48 hours • 100% of investigations into complaints and notifications will commence within 7 days • 100% of matters referred to a different team through the case conference process are handed over within 7 days of the decision being made <p>(note- to be aligned with revised investigation processes)</p> |
| <p>5. Legislative Compliance</p> | <ul style="list-style-type: none"> • 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; • Keep accurate and complete records of business activities in accordance with the State Records Act 1997. | <ul style="list-style-type: none"> • Active participation and contribution in responsible and safe work practices. • Abides by the Acts, Regulations, Policies and Procedures relevant to employees of the Department; • Documents and correspondence filed according to States Records Act, 1997. |

Technical Expertise

Qualifications, Skills, Knowledge and Experience relevant to the role

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| <p>Technical Expertise (Essential)</p> | <ul style="list-style-type: none"> • Proven technical skills, knowledge and experience in relation to high risk work. • Proven experience working with work health and safety legislation and safety management systems • Demonstrated experience in workplace auditing • Demonstrated experience in workplace training and assessment • Understanding of the Australian Quality Training Framework • Awareness of industry stakeholders, including unions, industry and employer associations |
| <p>Technical Expertise (Desirable)</p> | <ul style="list-style-type: none"> • Relevant qualifications in work health and safety • Relevant qualifications in workplace auditing • Relevant qualifications in workplace training and assessment • Demonstrated experience in the development and delivery of training and assessment packages |



Behavioural Capabilities

The AGD Performance Matrix describes the behaviours expected of AGD employees across various levels in the Department.

Descriptors below detail the behavioural capabilities required for performance in the Principal WHS Inspector – Authorisation & High Risk Plant. 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.

| Element | Behaviours |
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| Strategic Focus (Operational) | <ul style="list-style-type: none"> • Supports strategic direction and plans • Communicates plans in practical terms to others • Identifies and manages risk as appropriate and escalates as necessary • Is sensitive to political drivers influencing priorities and decisions • Actively participates in business planning |
| 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 • Provides clear direction on how to achieve outcomes • Confidently makes decisions showing good judgement • Effectively prioritises and re-negotiates tasks as needed |
| Service delivery & Excellence (Operational) | <ul style="list-style-type: none"> • Identifies and raises awareness of trends, potential problems and opportunities • Utilises available internal and external resources for optimal outcomes. • Identifies and delivers high quality internal and external customer service • Translates performance requirements into achievable outcomes. • Effectively manages their own performance, managing (or influencing) the wider team performance |
| 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 • Maintains awareness of the political context and acts accordingly • Shares information and knowledge • Tailors approach and communication style to suit the situation and audience |
| Professional approach & drive (Operational) | <ul style="list-style-type: none"> • Maintains professionalism and confidentiality when dealing with sensitive issues • Promotes a culture of respect and high ethical standards • Constructively expresses own views and respects the views of others • Remains positive and recovers quickly from setbacks • Ensures a focus on wellbeing for self and others and raises concerns where necessary |

Acknowledged by
occupant

(Print name)

(Signature)

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Acknowledged by line
manager

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(Print name)

(Signature & title)

