

# Job and Person Specification

**Title of Role:** Principal WHS Inspector (Lifts)

**Remuneration Level:** AS06

**Business Unit:** PIRCCE Team

**Type of Appointment:** Permanent

**Division:** SafeWork SA

**Position Number:** [REDACTED]

## Job and Person Specification Approval

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DELEGATE

### Primary Purpose

- To coordinate the day-to-day activities involved in Work Health and Safety (WHS) inspections to ensure the safe operations of lifts, escalators and moving walks (within the lift industry)
- To contribute to the development and maintenance of safe, fair, and productive workplaces in South Australia enjoying the highest standards of workplace and public safety.
- To monitor and mentor Senior Inspectors in their work, and allocate work, as appropriate, to subordinate staff.
- To ensure employers (PCBUs) and the occupiers of workplaces provide for the work health, safety of employees, and protect the public, by the elimination of hazards and risks at their source
- To administer the statutory requirements of work health and safety, dangerous substances and other relevant legislation and codes of practice, and provide advice to all parties on their specific responsibilities and obligations
- To undertake complex investigations into fatalities, accidents or dangerous occurrences, which may include the compiling of evidentiary reports for prosecution proceedings against organisations or persons for significant breaches of legislation
- To ensure the promotion of informed and active involvement of employers, employees and registered associations in the implementation of appropriate work health and safety practices in the workplace.
- Review lift design and plant registrations for purpose of licencing applications
- Participate in state and national forums on lift safety, example SafeWork Australia Lift Expert Group (LEG) and NBN Migration Roundtable and the Lift Emergency Communication Working Group

### Reporting Relationships

- Reports to the team manager

### Key Relationships/Interactions

- Team Managers and 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**

- Effective industry liaison and improved customer service
- Effective administration of legislation and application of compliance strategies
- Management of key proactive and reactive compliance strategies
- Promotion and maintenance of a positive team culture
- Ability to prioritise and manage the workload in a dynamic work environment

### **Special Employment Conditions (if relevant)**

- Some out of hours work and intra / interstate travel may be required necessitating overnight absences
- Must be prepared to participate in the "On Call Roster"
- Must possess a current motor vehicle driver's licence, authorised as an Inspector under relevant legislation administered by this Department/Agency
- Prepared to be located in a metropolitan or country office and may be assigned to other teams/locations within the Department to perform work of a similar nature appropriate to the classification either on a temporary or ongoing basis

### **AGD Conditions**

- Participation in quarterly 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.
- Part time working arrangements are available in this role.
- Job Sharing 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 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. This role is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
<b>Effective coordination of activities associated with lift industry workplace safety</b>	<ul style="list-style-type: none"> <li>Attend to reactive and proactive work in the lift industry</li> <li>Planning and execution of proactive compliance programs for the lift industry</li> <li>Efficient, effective and timely investigation into complex lift industry notifiable incidents, complaints and reports</li> <li>Desktop Review of plant design and item of plant registration associated with lifts, escalators and moving walks</li> </ul>	<ul style="list-style-type: none"> <li>KPIs related to reactive and proactive activities</li> <li>Percentage of complaints and notifications finalised within 180 days.</li> <li>Inspection Reports issued within 48 hours</li> <li>Respond to 'Same day service' Reports within 24 hours.</li> <li>Respond to 'Routine Enquiry' Reports within 72 hours</li> <li>Respond to 'Admin Action' Reports within one week</li> </ul>
<b>Significant contribution to safer and more productive workplaces in South Australia</b>	<ul style="list-style-type: none"> <li>Investigation notifiable incidents and complaints within the lift industry</li> <li>Participate in the strategic management and planning of safety strategies for emerging issues in the lift industry</li> </ul>	<ul style="list-style-type: none"> <li>Review of new technologies and processes introduced in the lift industry eg automatic guided vehicles (AGVs);</li> <li>Enforceable Undertakings are monitored and complied with</li> </ul>
<b>Timely and effective WHS regulatory compliance advice to lift industry; employees, union and the public</b>	<ul style="list-style-type: none"> <li>Proactive engagement with key stakeholders in the lift industry</li> <li>Participate in nation forum on lift safety &amp; outcome</li> </ul>	<ul style="list-style-type: none"> <li>Active participation and contribution to the following: Australian Standard Technical committee; SafeWork Australia Plant Expert Group for Lifts; NBN Migration Round Table and Working Group</li> </ul>
<b>Effective administration of the statutory requirements of relevant legislations</b>	<ul style="list-style-type: none"> <li>Consistency in the regulatory enforcement and compliance</li> </ul>	<ul style="list-style-type: none"> <li>Accuracy and relevance of regulatory advice provided to the lift industry and stakeholders</li> </ul>



<b>Compliance &amp; Enforcement</b>	<ul style="list-style-type: none"> <li>• Responsible and accountable for adhering to the requirements of the WHS Act 2012; 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> <li>•</li> </ul>
<b>Contribute to Culture</b>	<ul style="list-style-type: none"> <li>• Actively participate and contribute to responsible and safe work practices;</li> <li>• Embrace diversity and cultural differences in the workplace.</li> </ul>	<ul style="list-style-type: none"> <li>• Work practices are safe and WHS legislation, policies and procedures are adhered;</li> <li>• Respectful behaviour observed when faced with diversity/differences in opinion.</li> </ul>
<b>Drive Culture</b>	<ul style="list-style-type: none"> <li>• Pro-actively safeguard the health and wellbeing of staff by ensuring safe work practices are undertaken by self and others in the workplace;</li> <li>• Embrace and encourage diversity and cultural differences in the workplace.</li> </ul>	<ul style="list-style-type: none"> <li>• Pro-active measures are undertaken to adhere to and prevent injuries;</li> <li>• Work practices are safe and WHS legislation, policies and procedures are implemented;</li> <li>• Individual differences are encouraged and accommodated in the workplace.</li> </ul>



Element	Behaviours
<b>Strategic Focus ASO6</b>	<ul style="list-style-type: none"> <li>▪ Translates strategies and goals into achievable plans.</li> <li>▪ Considers the broader political environment and context when decision making.</li> <li>▪ Supports strategic direction and plans.</li> <li>▪ Communicates plans in practical terms to others</li> <li>▪ Contributes to the drive for change and innovation</li> </ul>
<b>Results Orientation ASO6</b>	<ul style="list-style-type: none"> <li>▪ Is accountable for the delivery of quality, timely and cost effective results.</li> <li>▪ Provides clear direction on how to achieve outcomes.</li> <li>▪ Sets and communicates clear expectations around quality of work and timeframes.</li> <li>▪ Takes responsibility for the delivery of quality and timely results.</li> <li>▪ Measures performance and acts on opportunities for continuous improvement.</li> </ul>
<b>Service Delivery Excellence ASO6</b>	<ul style="list-style-type: none"> <li>▪ Promotes and ensures a strong focus on internal and external customer service.</li> <li>▪ Provides clear, honest and timely feedback, including addressing non-performance promptly and recognising high performance.</li> <li>▪ Utilises available internal and external resources for optimal outcomes.</li> <li>▪ Translates performance requirements into achievable outcomes.</li> <li>▪ Uses capability and expertise of the workgroup to achieve outcomes</li> </ul>
<b>Relationship Management ASO6</b>	<ul style="list-style-type: none"> <li>▪ Develops effective working relationships and internal and external networks.</li> <li>▪ Identifies opportunities to negotiate for improved outcomes.</li> <li>▪ Effectively manages conflict and escalates when appropriate.</li> <li>▪ Develops effective working relationships and internal networks</li> <li>▪ Shares information and knowledge as appropriate</li> </ul>
<b>Professional approach and drive ASO6</b>	<ul style="list-style-type: none"> <li>▪ Identifies and considers risk in decision making.</li> <li>▪ Remains positive and recovers quickly from setbacks.</li> <li>▪ Promotes a culture of respect and high ethical standards.</li> <li>▪ Maintains professionalism and confidentiality when dealing with sensitive issues.</li> <li>▪ Constructively expresses own views and respects the views of others.</li> </ul>

Acknowledged by occupant [Redacted] (Print name) [Redacted] (Signature) [Redacted]

Acknowledged by line manager [Redacted] (Print name) [Redacted] (Signature & title) [Redacted]

*(Proposed draft only)*

## Technical Expertise

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

<b>Technical Expertise (Essential)</b>	<ul style="list-style-type: none"> <li>• Demonstrated ability to read and understand lift circuitry diagrams, in particular, safety and control circuits</li> <li>• Experience in the inspection, installation, maintenance and repairs of lifts, escalators and moving walks</li> <li>• Personal management/team development abilities.</li> <li>• Strategic planning and the management of emerging issues</li> <li>• Project management</li> <li>• Ability to coordinate a workgroup</li> <li>• Communication (high level verbal and written)</li> <li>• Motivation and leadership skills</li> <li>• Ability to manage diversity</li> <li>• Establishing and maintaining external networks while improving compliance through industry partnerships</li> <li>• Ability to be innovative and use initiative</li> <li>• Experience in the development of a workplace learning environment</li> <li>• Managing policy implementation</li> <li>• Experience in investigation of complex issues eg safety critical system and controls used in complex plants</li> <li>• Ability to represent and promote the organisation.</li> <li>• Experience in the administration, auditing and management of compliance with legislation</li> </ul>
<b>Technical Expertise (Desirable)</b>	<ul style="list-style-type: none"> <li>• An Electrical Workers Licence – Unrestricted</li> <li>• A relevant degree or higher-level qualification</li> </ul>

## 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 this role. 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.

	<b>Strategic Focus</b>	<b>Results Orientation</b>	<b>Service Delivery Excellence</b>	<b>Relationship Management</b>	<b>Professional Approach and Drive</b>
<b>Strategic</b>	Shapes Strategic Thinking and Change	Achieves Organisational Results	Drives Business Excellence	Forges Relationships and Engages Others	Exemplifies Personal Drive and Professionalism
<b>Tactical</b>	Promotes Strategic Thinking and Change	Achieves Team Results	Delivers Business Excellence	Establish Relationships and Engages Others	Models Personal Drive and Professionalism
<b>Operational</b>	Supports Strategic Direction	Achieves and Monitors Own Results	Supports Service Delivery Excellence	Fosters Working Relationships	Supports Personal Drive and Professionalism
<b>Foundational</b>	Understands the Strategic Direction	Achieves Individual Results	Contributes to Service Delivery Excellence	Maintains Working Relationships	Demonstrates Personal Drive and Professionalism

