



Government of Western Australia
Department of Mines and Petroleum

Job Information Package

Team Leader – Inspector of Mines

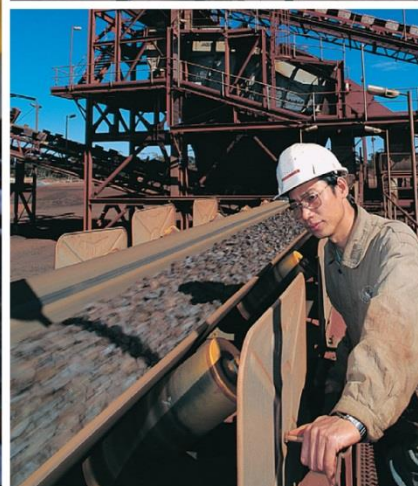
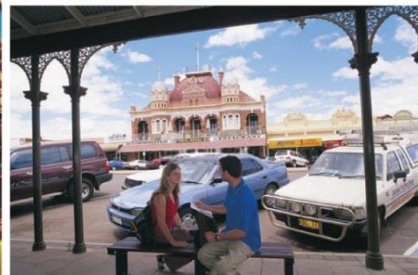
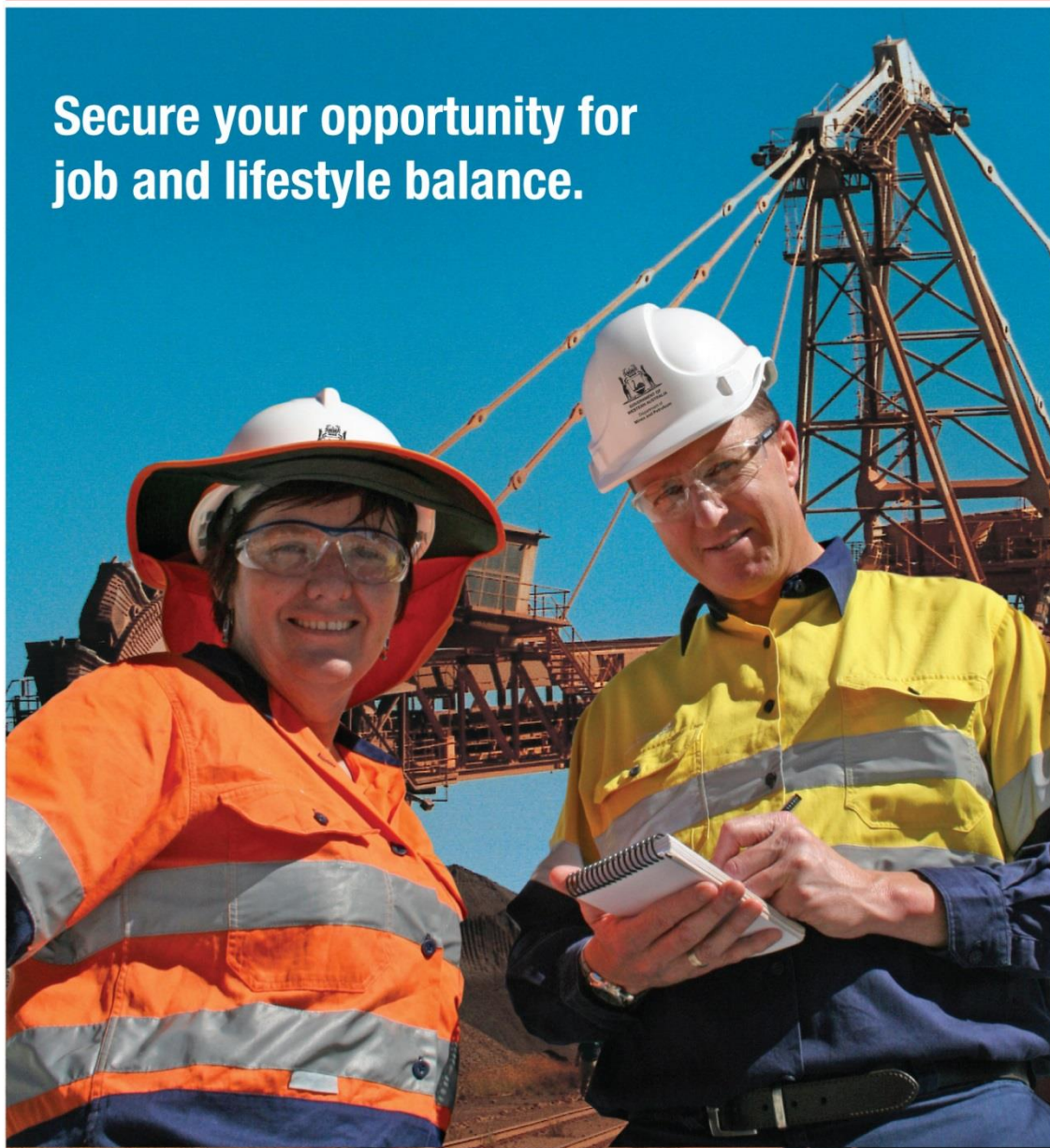
Mines Safety Branch, Resources Safety Division

Position Number: Pool Ref MP130027

Level 7

Positions are based in Perth, Collie and Kalgoorlie (non FIFO)

Secure your opportunity for
job and lifestyle balance.



www.dmp.wa.gov.au



BE A LEADER IN DRIVING RADARS / BE PART OF RADARS

Introduction

The Department of Mines and Petroleum (DMP) is Western Australia's lead agency in attracting private investment to resources exploration and development.

Western Australia's resources industry has seen growth, not only in the number of workers, but also the size and complexity of operations. One of the greatest challenges we face is ensuring the safety of the tens of thousands of Western Australians who work in the resources industry. This is why the State Government has committed to overhauling the way safety and health in the resources industry are regulated.

The Government's vision is for a proactive safety regulator working with industry to create an environment in which resilient safety cultures are the norm, and companies, workers and the wider community are confident that industry is operating as safely as possible.

The Department of Mines and Petroleum leading the Safety Reform

The Department of Mines and Petroleum's Resources Safety Division is the industry's safety regulator for mines safety, dangerous goods and the petroleum sector. Under the Reform and Development at Resources Safety (RADARS), we aim to become a best practice safety regulator, enhancing the safety performance of industry members by supporting a cultural change. For industry, the ultimate outcome will be a reduction in the number and severity of incidents, and another step towards the goal of 'zero harm'.

Operational Context

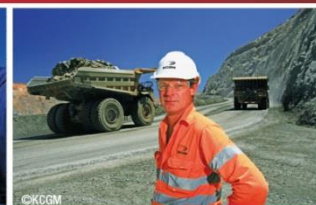
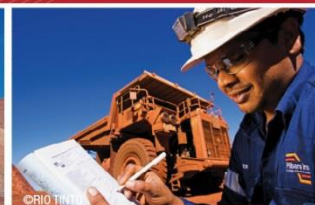
The Mines Safety Branch administers the Mines Safety and Inspection Act 1994, promoting occupational safety and health for people involved in the exploration, mining, extraction and processing of mineral resources. Functions include:

- Occupational safety regulatory services – mining operation
- Inspections audits and investigations
- National uniformity initiatives
- Promoting safety and health outcomes, including education and information
- Technical assessment and review, including statutory approval processes

Current Leadership Vacancies

Since RADARS was implemented we have been working hard to achieve these outcomes and ensure that we maintain a minimum program of enforcement work, such as inspections and audits and also to support more proactive and transparent compliance measures aimed at reducing serious incidents. We are currently looking for experienced and skilled leaders from various disciplines to oversee multidisciplinary teams working within the Mining sector to deliver on these outcomes. A strong demonstrated focus on leadership and change management will be highly regarded.

This is your chance to be involved in leading significant and meaningful change to safety in Western Australia's resources industry.

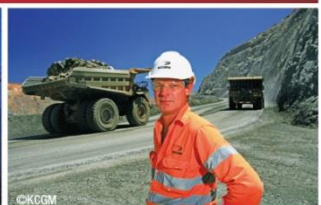
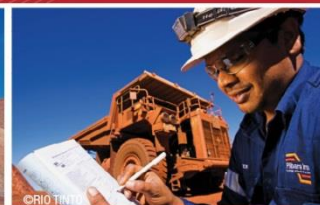




Team Leader Inspector of Mines - Mines Safety

The position of Team Leader Inspector of Mines will undertake the following duties and responsibilities:

- Assist in leading the Regional Inspectorate implementation of the national harmonisation reforms and the Reform and Development at Resources Safety (RADARS) agenda through the development and implementation of regional best practice standards and achievement of the RSD operational plan.
- In collaboration with the Regional Inspector develop a compelling vision which will proactively facilitate the achievement of regional capability and cultural change.
- Demonstrate leadership in establishing maintaining and improving the collaborative and consultative processes and relationships with staff executive and external bodies including participating in relevant working groups to secure commitment to the Department's corporate objectives.
- Administer the *Mines Safety and Inspection Act 1994* and *Mines Safety and Inspection Regulations 1995* as an Inspector of Mines.
- Monitor and evaluate safety projects and operations on the basis of auditable performance measures risk management and cost effectiveness.
- Contribute to the development Safety Management policies governance standards and protocols including improvements to safety business processes and systems.
- Participate in the strategic planning process and ensure that agreed milestones are achieved on time and on budget.
- Provide leadership including staff training and development opportunities develop the capacity of others through effective mentoring and commit to effective performance measurements at individual and team levels.
- Undertake training and professional development.
- Contributes to or responsible for the achievement of corporate objectives through effective management by ensuring that stakeholders are dealt with in a professional and timely manner.
- Builds productive working relationships with community stakeholders to ensure effective community engagement, provide opportunities to input on policy and to facilitate agreement of mutually beneficial solutions.
- Provides effective leadership within corporate policies and procedures, acts with integrity and ensures staff demonstrate ethical behaviours aligned with the Department Code of Conduct.
- Performs other roles/tasks as directed.





What is required to undertake this role successfully?

Job Requirements

- Demonstrated experience in providing leadership and team building to encourage high performing teams in a multi-disciplinary environment to achieve strategic objectives and culture change.
- Experience and knowledge of the mining industry in an Australian or International context, and thorough knowledge of OSH with a mining focus is essential to the role.
- A degree relevant to the operations of the resources sector and/or, post graduate/vocational qualifications, or training in occupational, safety and health, or risk management.
- Demonstrated ability to listen, understand and adapt to communication style and message to suit a range of audiences, including the ability to negotiate effectively and convey information and structures via written and oral communication.

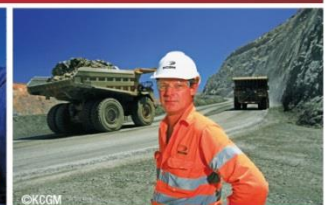
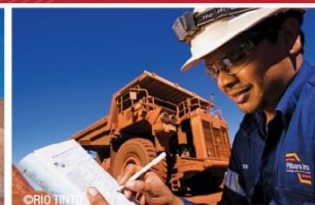
The following Capabilities are also required for this position:

- Demonstrates appropriate leadership behaviour, takes responsibility, promotes accountability and motivates others.
- Builds and sustains effective relationships and partnerships with a network of key people internally and with external stakeholders. Anticipates and is responsive to internal and external client needs.
- Adheres to and promotes the public sector values and Code of Conduct and acts with the utmost integrity and professionalism.
- Values specialist expertise and capitalises on the expert knowledge and skills of others, contributes own expertise to achieve outcomes for the business unit.
- Provides direction to others regarding the purpose and importance of their work. Sets work tasks align with strategic objectives and communicates expected outcomes.

These capabilities will be assessed further in the selection process.

Completion of a pre-employment national police clearance, medical (including baseline hearing test), psychological assessment and potential conflict of interest declaration will also form part of the selection process.

Conflict of Interest: given the potential consequences of decision making power associated with this position, the successful candidate may not be permitted to trade in resources sector shares and must declare conflict of interests prior to commencement. The Contact Officer will provide further details if required.





Performance Indicators

Operational Excellence

- Quality, quantity, size and complexity of Inspections.
- Effective (quality and timeliness of) contribution to the implementation and reporting requirements of the Strategic Plan and Operational Plans.
- Quality, quantity and timeliness of contribution to the transfer of technical and professional knowledge and skills through effective Mentoring and Coaching of others.
- Quality, complexity and timeliness of written documentation.

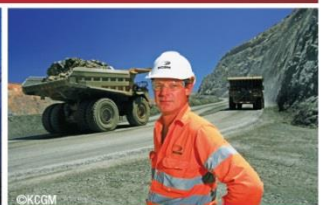
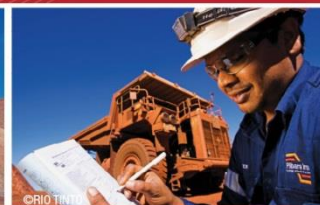
Interpersonal Skills

- Demonstrates appropriate leadership behaviours (including corporate governance, accountability, awareness, motivating and positive engagement) to facilitate and promote the achievement of Departmental goals in accordance with governance requirements.
- Manages priorities and projects effectively and professionally, creates an environment that encourages and enables the delivery of work in a timely manner and to an appropriate standard, utilises internal and external expertise, and delivers intended results.

Professional Development

- Identification of individual learning and development focussed on business needs by an agreed plan; and successful demonstration of competency through assessment process.

These are indicative Performance Indicators which are subject to variation for each individual.





A career as a Team Leader Inspector of Mines within the Resources Safety Division attracts a rewarding and competitive remuneration package and provides a family friendly, work-life balance environment.

If you meet all the requirements, the Department currently offers a remuneration package up to \$188,341 per annum*

This package will include the following:

- Base salary from: \$115,725 - \$124,033 per annum (Level 7, PSGOGA 2014)
- An Attraction and Retention Incentive of \$18,500 per annum*
- Superannuation up to \$16,340 per annum
- Leave loading up to \$1,719 per annum

In addition to this, we currently offer:

- An Attraction and Retention Incentive Milestone payment of up to \$27,749**
- Access to salary packaging options
- Reimbursement of relocation costs*
- An extensive professional learning and development program with access to a range of professional job specific and leadership development courses
- Work-life balance initiatives
- Generous leave entitlements, including:
 - 2 public service holidays per year*
 - 4 weeks annual leave
 - 13 weeks long service leave (on completion of 7 years)
- Access to award winning generous department wellness program
- Access to a newly refurbished gym facilities (Perth based)

In addition to the above, Kalgoorlie based positions may also be eligible for:

- A District Allowance of between \$2,385 to \$4,770 per annum*
- GROH (Government Regional Officer' Housing) property may be available*

**conditions apply*

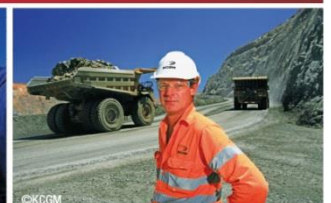
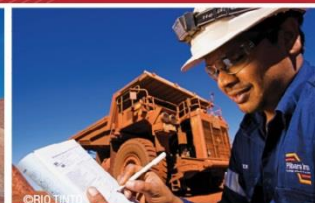
***subject to the achievement of Performance Indicators*

Completion of a pre-employment national police clearance, medical (including baseline hearing test), psychological assessment and potential conflict of interest declaration will also form part of the selection process.

These fixed term contract positions are for a finite period until 30 June 2019 with option for extension and/or permanency.

All positions are subject to the completion of a 6 month probation period.

Salaries correct at time of advertising.





Interested?

Apply online via the DMP website at <http://www.dmp.wa.gov.au/About-Us-Careers/Current-vacancies-1440.aspx>

Please complete online:

- The electronic application form, and attach
 - A covering letter
 - A detailed CV
 - Names and contact details of two (2) referees who can comment on your recent work performance

Your CV needs to show your duties and achievements from previous and current roles and will be assessed in relation to the **Job Requirements/Capabilities** of the position as mentioned in the job advert. Further in the selection process, the panel will assess your suitability for the position against a broader range of job requirements and capabilities (listed on page 4).

Advertising closes 5pm, Friday, 18 November 2016 (WST)

Further information

Please contact:

Andrew Chaplyn, Director Mines Safety on (08) 9358 8076 for job specific information.

Parul Chauhan, HR Consultant, on (08) 9358 8493 for information about conditions of employment or how to apply for this position.

Or visit:

www.dmp.wa.gov.au (working at the Department of Mines and Petroleum)

www.westernaustralia.com

www.kalgoorlietourism.com (living in Kalgoorlie)

