



## Inspector of Mines – Process

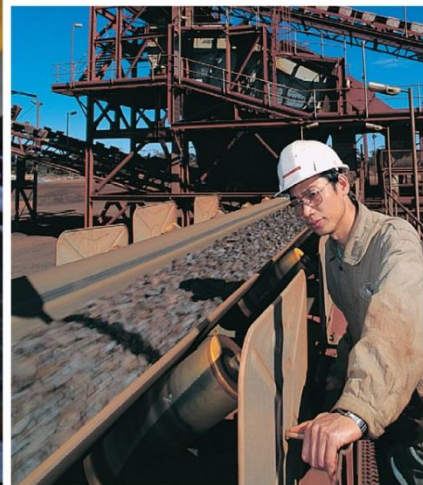
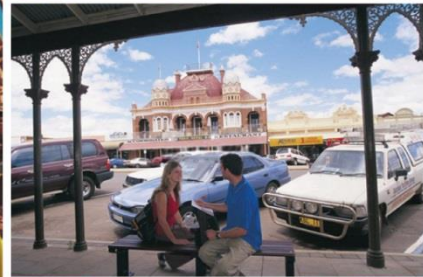
Mines Safety Branch, Resources Safety Division

Position Number: MP100164

Level 6

Positions are based in Perth

Secure your opportunity for  
job and lifestyle balance.





## BE A LEADER IN DRIVING BETTER SAFETY AND HEALTH OUTCOMES

### Introduction

The Department of Mines and Petroleum (DMP) is responsible for ensuring the State's resources sector is developed and managed responsibly and sustainably for the benefit of all Western Australians.

As the State's regulator for extractive industries and dangerous goods, DMP works with other Government agencies and industry to ensure workers, the community and environment are protected.

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 challenges for the resources sector is ensuring the safety and health of its workers.

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

### Resources Safety

The Department of Mines and Petroleum's Resources Safety Division is the industry's safety regulator for the minerals, petroleum and dangerous goods sectors. As a safety regulator, we aim to be:

- Transparent – we have clear rules and processes
- Accountable – we explain our performance
- Consistent – the same outcome is sought, although our approach may differ depending on the circumstances
- Proportionate – our actions are guided by the safety and health risk
- Targeted – we focus on the most important safety and health outcomes.

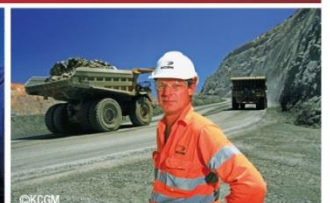
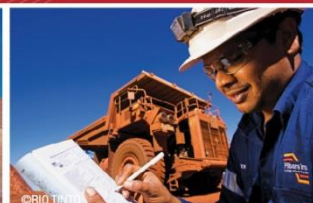
We also provide tangible support to industry to enhance its safety performance through cultural change. For industry, the ultimate outcome will be a reduction in the number and severity of incidents.

### 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:

- Seeking and enforcing regulatory compliance
- Conducting inspections, audits and investigations
- Contributing to national uniformity initiatives
- Promoting safety and health outcomes, including education and information
- Undertaking technical assessments and reviews, including statutory approval processes

**This is your opportunity to make a difference the safety and health of Western Australia's minerals industry.**

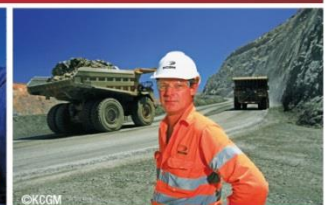
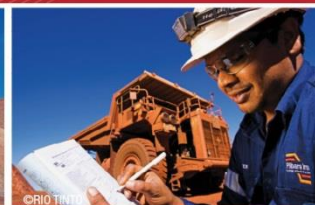




## Inspector of Mines – Process, Mines Safety Branch

The position of Inspector of Mines – Process will undertake the following duties and responsibilities:

- Administers the *Mines Safety and Inspection Act 1994* and Mines Safety and Inspection Regulations 1995 as an Inspector of Mines.
- Supports and embraces safety reform continuous improvement and change management approaches.
- Contributes to the implementation of best practice standards and achievements of the Division's Operational Plan.
- Conducts audits, inspections and reporting on working places and practices related to the mineral processing aspects in mining operations and conducts and reports on technical reviews.
- Undertakes investigations and reports on mineral processing accidents in mining operations and appears at inquiries and inquests held with respect to mining accidents.
- Executes a range of standard enforcement activities aligned with the Division's programs and policies.
- Takes part in and contributes to investigation and prosecution reports and present expert evidence as required.
- Responds to requests for regulatory and technical information; initiate and respond to correspondence; prepare documentation to enforce legislation.
- Liaises with and provides technical advice to stakeholders' professional associations and the community on matters related to occupational safety and health in mining and to sound mining practices in general.
- Contributes to the achievement of individual and collective team goals including working within multidisciplinary teams within project management framework.
- Ensures compliance with and assists with developing governance reporting standards and protocols and risk management requirements.
- In collaboration with the Process Discipline Group facilitates the achievement of regional capability and cultural change.
- Represents the Department on advisory committees and working parties as required.
- Undertakes 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

- A tertiary vocational or trade qualification in a discipline relevant to the resources sector in an Australian context would be advantageous
- Demonstrated knowledge and substantial experience of the practical application of occupational safety and health legislation and/or risk management principles in a processing context within the resources sector.
- Experience and skills in investigations managing emerging issues changes and projects.
- 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.
- Possession of a current WA 'C' Class Driver's Licence.

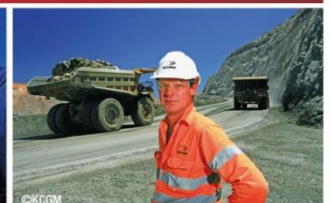
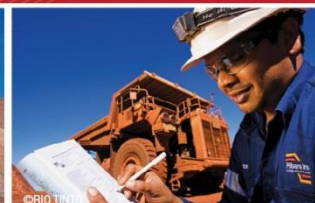
### The following Capabilities are also required for this position:

- Commits to meeting objectives, identifies and implements appropriate risk strategies and follows up to finalise work.
- Coordinates and manages productive and effective relationships and partnerships with internal and external stakeholders.
- Adheres to the Code of Conduct, acts with integrity and behaves in an honest, professional and ethical way.
- Understands strategic objectives, trends and factors that may influence work plans and goals.
- Prepares reports on analytical research and/or investigations.

***These capabilities will be assessed further in the selection process.***

***Please note that completion of a National Police Clearance, Pre-employment Medical Assessment (including baseline hearing test), Psychological Assessment and Pre-employment 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.
- Quality, quantity, size and complexity of Audits.
- Quality, complexity and timeliness of written documentation.

### Interpersonal Skills

- Collaboration and teamwork demonstrated by treating others with respect, valuing diversity, and promoting positive and productive relationships (internally and externally).
- Listens and communicates professionally and effectively with, and positively influences internal and external stakeholders through one on one and group discussions.

### 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 an Inspector of Mines – Process within the Resources Safety Division attracts a rewarding and competitive remuneration package and provides an opportunity to adjust your work-life balance.**

**If you meet all the requirements, the Department currently offers a remuneration package up to \$145,864 per annum\***

This package will include the following:

Base salary from: \$98,966 - \$109,590 per annum (Level 6 PSGOGA 2014)

- An Attraction and Retention Incentive of \$8,812 per annum\*
- Superannuation up to \$12,655 per annum
- Leave loading up to \$1,589 per annum

In addition to this, we currently offer:

- An attraction and Retention Incentive Milestone payment of up to \$13,218\*\*
- 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 of annual, personal and long service leave 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 affordable gym facilities (Perth based)

*\*conditions apply*

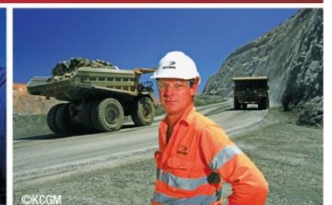
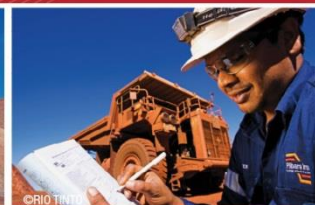
*\*\*subject to the achievement of Performance Indicators*

**Please note: Attraction and Retention Incentive payments are subject to annual review which may result in a rise or fall in value of these payments from 1 July 2017.**

*These fixed term contract positions are for a finite period until 30 June 2019.*

*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 application will be assessed for shortlisting by the Panel, in relation to the Job Requirements/Capabilities of the position as listed in the job advert.

Should you be found competitive and are shortlisted for an interview, the panel will assess your suitability against the broader range of Job Requirements and Capabilities further in the selection process.

**CLOSING DATE: 5.00pm, Tuesday, 11 April 2017 (AWST)**

## Further information

### Please contact:

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

Maria Lopez, Acting Human Resources 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](http://www.dmp.wa.gov.au) (working at the Department of Mines and Petroleum)

[www.westernaustralia.com](http://www.westernaustralia.com)

