



## Job Description

<b>Position Title:</b>	<i>Gas Inspection Manager</i>	<b>Classification:</b>	<i>Level 7</i>
<b>Position Number:</b>	<i>00017748</i>	<b>Location:</b>	<i>Cannington</i>
<b>Division/Group:</b>	<i>Industry Regulation and Consumer Protection</i>	<b>Supervises:</b>	<i>7</i>
<b>Branch/Section:</b>	<i>Gas</i>	<b>Reports to:</b>	<i>Chief Gas and Plumbing Inspector</i>

### Operational Context

Within the Industry Regulation & Consumer Protection Group the Building and Energy Division has a strong focus on safety of the Western Australian community. The Division sets and monitors the technical standards for building and plumbing services, electricity and gas networks, and consumer installations and appliances. The Division also audits, inspects and investigates complaints and breaches of legislation. It also regulates and monitors the behaviour of those who are licensed and operate in these industries.

### Role Overview

The Gas Inspection Manager leads and manages a team of gas inspectors and provides professional/technical advice on these activities when required. In addition, this role contributes to other Branch initiatives including the integration of planning, risk management and stakeholder engagement.

### Role Responsibilities

(The following outlines the key responsibilities and duties related to this position)

- Leadership
- Manages the team including physical, human and financial resources to ensure outcomes identified in the Branch Operational Plan.
- Provides professional/technical advice on the activities of the team to Branch Management.
- Ensure the provision of quality customer focused, timely and cost effective compliance programs.
- Ensures the Department meets its statutory obligations in relation to all relevant Gas legislation.
- Project and/or Operational Planning
- Participates in operational planning to implement the Branch objectives.
- Ensures organisational aims and objectives in relation to gas technical compliance activities are achieved according to the Directorate and Branch Operational Plans and the Department's Strategic Plan while complying with relevant legislation and Public Sector policies and standards.
- Stakeholder Engagement
- Represents the Department on committees and working groups where required.
- Liaises with internal and external stakeholders to ensure appropriate service delivery and improvement needs and expectations are met.
- Travels within the state as required.
- Business Improvement
- Manages process and service improvements, efficiencies and integration within the Branch.
- Identify and implement continuous improvement initiatives to contribute towards the efficiency and effectiveness of the Branch and Directorate.
- People Development and Culture
- Responsible for the management and monitoring of all workplace practices and corporate governance in relation to employees.
- Contributes to the development and implementation of corporate policies and procedures including the achievement of Equal Employment Opportunity and Diversity Outcomes.
- Ensures appropriate skills and expertise are available within the team to ensure optimum performance and multi skilling of staff linked to the workforce plan.
- Coaches and mentors staff including managing staff performance within the Departmental performance management system.
- Undertake training as and when required to ensure all related skills, licences, abilities and technical competence to carry out the role functions are obtained and maintained.

- Technical
- Manage, lead and coordinate complex and sensitive audits, investigations and inspections
- Oversee and undertake critical analyses of network operator consumer investigation and inspection activities.
- Assess investigation and inspection reports and assessments prepared by inspectors for adequacy and accuracy. Determine appropriate action on inspections and make recommendations of appropriate action on investigations, disciplinary or prosecution action as required.
- Critically analyse enforcement outcomes and initiate improvements to inspections and investigations covering staff and external inspectors

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## **Corporate Responsibilities**

(The following outlines departmental responsibilities)

- 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.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all provisions of the Occupational Safety and Health Act 1984.

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## **What is required in this role?**

(The following outlines what experience and qualifications are required to fulfil this role)

- Permits in E, I and G gas fitting, or an equivalent certificate of competency in gas fitting, or a Bachelor degree in Mechanical or Gas Engineering (or equivalent) with eligibility for membership of Engineers Australia as a Professional Engineer.
- Certificate IV in Government Investigations or equivalent experience and skills in investigations.
- Substantial experience in all aspects of gas inspection work (or similar) including the management and planning of gas compliance functions (or similar).
- Substantial knowledge of regulatory requirements for consumer gas installations and related gas installing work, including knowledge of the gas licensing requirements.
- Substantial knowledge of gas supply systems, gas networks and their associated work practices.

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## **Capabilities Required**

(The following outlines the behaviours required to be demonstrated to perform this role)

- Demonstrates appropriate leadership behaviour, takes responsibility, promotes accountability and motivates others.
- Approaches negotiations with a strong grasp of the key issues and strives to achieve an outcome that delivers benefits for both parties.
- Takes personal responsibility for meeting objectives and progressing work. Shows initiative and commits energy and drive to see that goals are achieved.
- Consults and shares information to ensure others are kept informed of issues. Involves people, encourages them and recognises their contribution.
- Adheres to and promotes the public sector values and Code of Conduct and acts with the utmost integrity and professionalism.

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## **What are the Job reporting relationships?**

This position reports to: Chief Gas and Plumbing Inspector  
 Supervisor Position No: 00017747      Classification: L8

### **Positions reporting to this Job:**

Gas Regulatory Coordinator (Licensing) - (00000246)	L6
Senior Gas Inspector - (00000126)	L6
Senior Gas Inspector - (00017336)	L6
Senior Gas Inspector - (00017338)	L6
Senior Gas Inspector - (00017364)	L6
Senior Gas Inspector - (00017365)	L6
Senior Gas Inspector - (00017366)	L6

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***What are the pre-employment requirements for this Job?***

- Pre-employment Medical
- 'C' Class Drivers Licence
- National Police Clearance

**Approved Date**

18-MAR-2019