



## Manager Investigations

### Level 7 (MIS25081)

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|-----------|-------------------------|-------------|---|
| Group:    | WorkSafe                | Location:   | Cannington  |
| Division: | WorkSafe Investigations | Supervises: | 0   |
| Branch:   | Investigation Services  | Reports to: | General Manager Mining and<br>Critical Risks Investigations |
| Section:  | NA                      |             |   |

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### Operational Context

Within the WorkSafe Group, the Investigations Directorate is responsible for the conduct of investigations into workplace injury and fatality events to obtain evidence enabling the Regulator to assess the suitability of initiating prosecution actions and other enforcement outcomes under work health and safety laws.

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### Role Overview

This position carries out complex and sensitive regulatory and technical activities while leading and working in a team of inspectors conducting complex investigations and preparing briefs of evidence for matters prosecuted in the relevant Courts. It is also responsible for the provision of expert advice, including representing the Directorate in state and national forums. As a leader in the directorate, the role is also responsible for the management and coordination of work, quality assurance, the delivery of quality investigative outcomes, and coaching, mentoring, assessment and training. The role will be exposed to confronting and distressing content; including the requirement to engage with persons who experienced traumatic circumstances relating to sudden and unexpected loss. Consideration of the above and individual coping strategies (to supplement support strategies provided by the department) is required.

### Building Leadership Impact as a Leader of Others

We believe that all our people are leaders and expect and encourage them to demonstrate leadership in their roles.

Leadership in this position is about motivating and enabling a team to deliver high-quality work that contributes to the

agency. They balance their time between doing the work, and coaching, guiding and developing others..

### **Role Responsibilities**

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

- Manage and direct investigations in relation to workplace fatalities, serious injuries or complex WHS issues, with regard to WorkSafe's quality and timeliness parameters.
- Manage and direct the operations and resources of the team and investigation teams to ensure agreed outcomes are achieved.
- Prepare and present the most complex, sensitive and controversial prosecution briefs and closure reports with recommendations for action.
- Liaise with lawyers and others to ensure the accuracy and quality of prosecutions.
- Review prosecutions prepared by others to ensure a high quality and accuracy of work.
- Investigate/respond to the most sensitive/ complex issues and take enforcement action when safety and health laws are breached.
- Undertake performance reviews, coach and mentor team members.
- Deliver expert training and coaching to other WorkSafe inspectors to build their expertise, particularly in relation to prosecutions.
- Provide advice and information to management, government investigators and families of seriously injured or deceased workers.
- Participate in the development of legislation, policy, systems and projects in relation to more complex regulatory, technical and administrative activities undertaken by the branch.
- Identify and respond to emerging issues and trends related to workplace safety and health.
- Liaise with employers, employees, unions and industry organisations to develop and maintain effective working relationships and secure commitment to WorkSafe's objectives.
- Have input to, and influence, the national agenda relating to creating and sustaining safe and healthy workplaces.
- Take responsibility for sustaining a positive team culture.
- Undertake other duties as directed that fall within the scope of the position.
- Continue to develop your expertise and professional capability.

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### **Corporate Responsibilities**

The following outlines departmental responsibilities:

- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
- Takes reasonable care to protect your own safety, health and wellbeing at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all applicable work health and safety laws.
- As a line manager, ensures as far as reasonably practicable, the health, safety and wellbeing of staff under your supervision through taking the appropriate steps to assist the department provide a safe workplace in accordance with work health and safety laws.

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
  - Performs other duties as directed.
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### Role Specific Requirements

The following outlines what experience and qualifications are required to undertake this role:

- Relevant experience in work, health and safety, equivalent to a diploma or higher qualification of work, health and safety.
- Considerable experience in conducting and managing complex investigations, including the preparation of briefs of evidence to achieve quality outcomes in required timeframes.
- Demonstrated ability to build rapport, empathise and be compassionate and to navigate challenging and confronting situations and gain the cooperation of internal and external stakeholders.
- Demonstrated experience in producing and reviewing a range of high-quality documents including reports, recommendations for action and prosecution briefs.
- Demonstrated experience in providing leadership, guidance and coaching of a high-performance team to achieve strategic objectives and cultural change.
- Demonstrated experience in dealing with direct exposure to matters of a sensitive, confronting and potentially disturbing nature, including trauma experienced by others.

### Expected Leadership Behaviours

While it is expected that the occupant will demonstrate all leadership behaviours of a [Leader of Others - People](#), the following outlines those that are required to undertake this role:

- **Lead Collectively** - You coach those you influence so they connect their work with the operations of the agency.
  - **Think Through Complexity** - You think critically and strategically to solve problems and enhance effectiveness across your team or work area.
  - **Dynamically Sense the Environment** - You approach your team, colleagues and work environment with a positive and open mind, acknowledging that your approach may not be the only effective approach.
  - **Deliver on High Leverage Areas** - You identify and understand the competing priorities of your work area, prioritising essential tasks and making adjustments as appropriate.
  - **Build Capability** - You contribute to the development of those in your team or work area by understanding their current capabilities and striving to develop them further.
  - **Embody The Spirit of Public Service** - You lead by example, promoting and role modelling behaviours and respect for others in all aspects of your work, thereby protecting your reputation and that of your team or work area, agency and the sector.
  - **Lead Adaptively** - You coach those you influence so they connect their work with the operations of the agency.
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**This position reports to:**

General Manager Mining and Critical Risks Investigations - Level 8 (MIS21070)

**Positions reporting to this Role:**

WorkSafe Senior Inspector/Investigator – Level 6 (MIS17049)

WorkSafe Senior Inspector/Investigator – Level 6 (MIS18066)

WorkSafe Senior Inspector/Investigator – Level 6 (MIS19082)

WorkSafe Senior Inspector/Investigator – Level 6 (MIS24233)

**Position Conditions:**

The following outlines pre-employment assessments and ongoing conditions and requirements:

- The holder of this position exercises delegated statutory powers
- High integrity required for conflicts of interest
- Nationally Coordinated Criminal History Check
- Medical Check
- Psychometric Check
- Q Fever screening and vaccination if required
- Current Western Australian C or C-A class driver's licence or equivalent

Approved Date

14-NOV-2025