



# Inspector

## Job Description Form

### Position details

Position number	Various
Level	4
Award/Agreement	<i>Public Service Award 1992</i> <i>Public Service and Government Officers CSA General Agreement 2017</i>
Branch	Various
Directorate	Various
Division	Various
Group	Safety Regulation
Location	Cannington

### Job description

#### Overview of role

You will undertake in-house and on the job training to carry out routine inspections and issue written notices while working in a team of inspectors undertaking the enforcement of OSH legislation.

You will also be responsible for building your capacity to take on more senior roles.

#### Key responsibilities

As part of a team and with guidance:

- Carry out workplace inspections and take enforcement action when health and safety laws are breached;
- Investigate less complex or sensitive workplace incidents and accidents;
- Assist in gathering evidence and making recommendations about prosecutions;
- Promote OSH and provide information to workplaces;
- Liaise with client groups including employers, employees, government, unions and industry organisations;
- Participate in team projects and have input to future policy/direction;
- Contribute to sustaining a positive team culture; and
- Undertake other duties as directed that fall within the scope of the position.

#### Inspector development

- Continue your professional development through a variety of opportunities while gaining further

- experience on the job.
- Complete mandatory tasks of the career progression system, to progress through to Level 5.

#### Other

- Take 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*.

## Work related requirements

### Conceptual and analytical skills

1. Are able to gather the right information to formulate workable solutions to problems.

### Technical skills and work management

2. Can plan and organise your own work schedule so things get completed accurately and on time.
3. Have expertise relevant to the inspector position and a strong interest in, and commitment to, occupational safety & health.

### Client relationships, team and people management skills

4. Can show empathy & compassion when dealing with people impacted by workplace safety and health issues
5. Can gain the cooperation of others, even when a situation is challenging or confronting, and think on your feet when responding under pressure.

### Professionalism

6. Can produce a range of documents including reports and recommendations for action.

### Communication

7. Can gain the cooperation of others, even when a situation is challenging or confronting, and think on your feet when responding under pressure

### Qualifications

8. A Certificate IV or higher OSH related qualification or relevant experience

## Appointment conditions

Integrity requirement	A satisfactory, National Police Certificate or National Police History Check.
Travel requirements	Flexibility to travel within the state is required.
Driver's licence	A current "C" class car licence is required.  Participation in a rotational roster and work outside normal business hours is required.
Other	Q Fever vaccination if required after screening  Specialised Equipment Operated: Various scientific instruments; Personal protective equipment; and Personal Computer.

## Certification (HR use only)

The duties, responsibilities and requirements of this role have been approved by the appropriate delegated authority.

This Job Description Form was registered on 16/06/2015.