



Inspector

Job Description Form

Position details

Position number	Various
Level	5
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

As an Inspector you will carry out regulatory and technical activities with limited guidance and advice, while working in a team of inspectors undertaking the enforcement of OSH legislation. You will coach and mentor less experienced colleagues as well as continuing to build your capacity to take on more senior roles.

You will also represent WorkSafe in a range of forums to meet the continuing challenge of improving safety and health in Western Australian workplaces

Key responsibilities

As a Level 5 Inspector working as part of a team:

- Carry out workplace inspections and take enforcement action when health and safety laws are breached.
- Investigate workplace incidents and/or accidents including fatalities.
- Gather evidence, prepare prosecution reports, make recommendations about prosecutions and present evidence in court as required.
- Develop less experienced team members through coaching, advice and peer support.
- Coordinate/participate in team projects and have input to future policy/direction.
- Identify emerging issues and trends related to workplace safety and health.
- Promote OSH, deliver presentations and provide information to workplaces/organisations.
- Represent the Department in a range of committees/ working groups and forums.
- Liaise and build networks with client groups including employers, employees, government,

- unions and industry organisations.
- Take responsibility for sustaining a positive team culture.
- Undertake other duties as directed that fall within the scope of the position.

Inspector development:

- Complete mandatory tasks of the career progression system, to progress through to the next salary increment.
- Take reasonable care to protect their 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 formulate workable solutions to a range of problems and ask the right questions to gather and interpret data, appraise evidence and evaluate arguments.

Technical skills and work management

2. Can plan your own work schedule so things get completed accurately and on time.

Client relationships, team and people management skills

3. Can show empathy and compassion when dealing with people impacted by workplace safety and health issues and can gain the cooperation of clients, even when a situation is challenging or confronting.

Professionalism

4. Are recognised for making a contribution to creating and sustaining safe and healthy workplaces, and being able to undertake investigative work. Your expertise must be in a sector/field relevant to this position.

Communication

5. Can get your message across when you speak to an audience, and can produce a range of documents including reports and recommendations for action.

Qualifications

6. Have a diploma or higher occupational safety and health qualification or equivalent 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 12/12/2017.