



A workers' compensation and
injury management scheme that works for all

JOB DESCRIPTION FORM

INVESTIGATOR

**LEVEL 4 (00214670, 01200458, 02048000, 02203876 and
02203869)**

Key responsibilities

- Performs the functions of an Inspector for the purposes of the *Workers' Compensation and Injury Management Act 1981*.
- Makes enquiries and manages employer compliance investigation cases.
- Participates in pro-active compliance activities to identify non-compliance in the Perth metropolitan and regional areas.

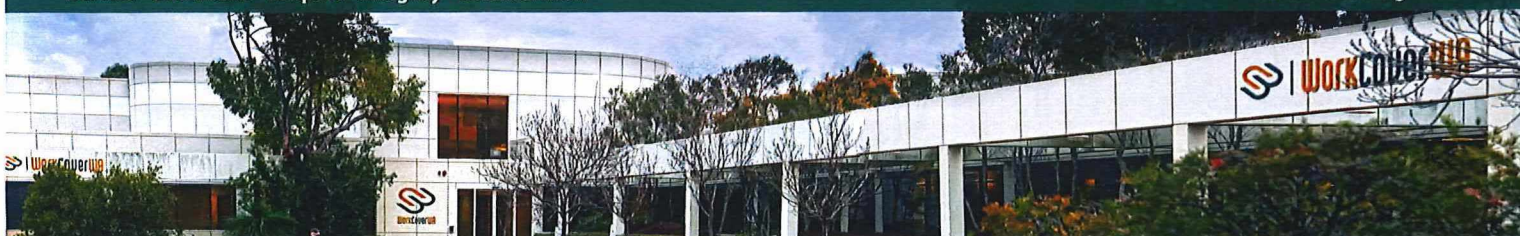
Statement of duties

Inspections and Investigations

- Manages a caseload of inspections and investigations to establish the facts of matters, including gathering of evidence from relevant sources to identify non-compliance with legislative and regulatory requirements.
- Prepares written documentation, reports and accurate case notes regarding compliance issues and investigations.
- Conducts compliance inspections, makes enquiries, collects evidence and maintains a caseload of investigation cases.
- Establishes and maintains effective relationships with internal and external stakeholders, including providing education to employers as part of events, regional visits, campaigns and other activities.
- Appears as a witness in court proceedings if required.

Other

- Participates in the development and achievement of WorkCover WA's business plan, divisional plans, policies, practices and procedures.
- Provide support and participate in projects regarding compliance activities.
- Complies with the requirements of the Agency Code of Conduct and all relevant legislation including EEO, OSH and Records Management.



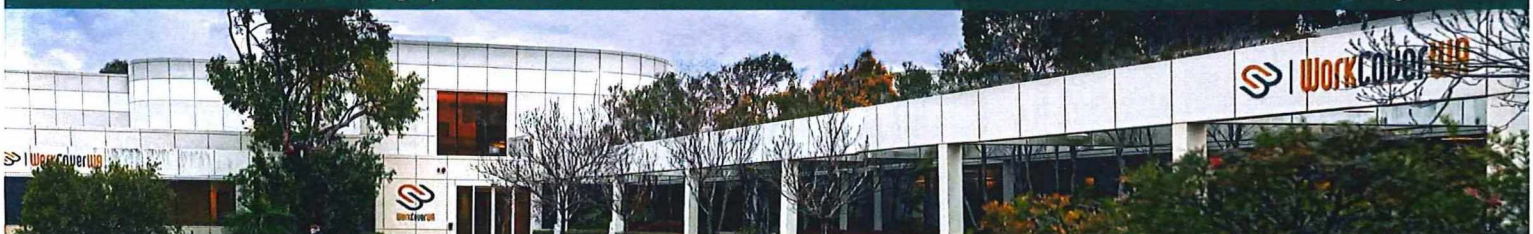
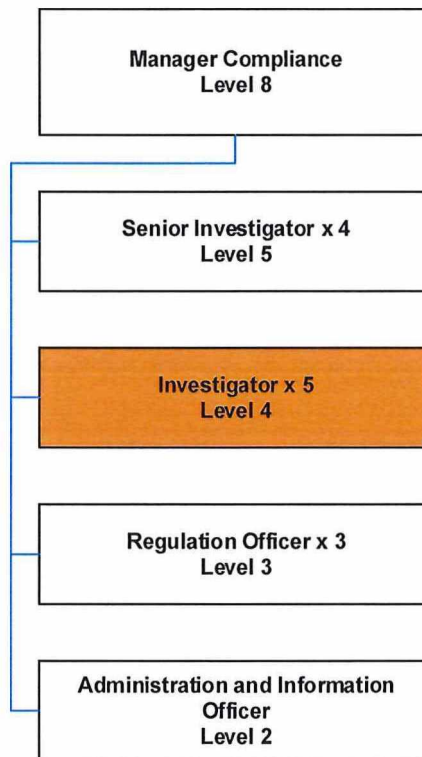
- Participates in the Performance and Development Agreement system.
- Contributes to the development of projects regarding compliance activities.
- Performs other duties as directed

Personal Characteristics

- Committed to a strong work ethic and self-improvement.
- Customer focused.
- Exhibits personal integrity and professionalism.
- Innovative.

Reporting relationships

Regulatory Services Division Compliance Branch



Selection criteria

Essential

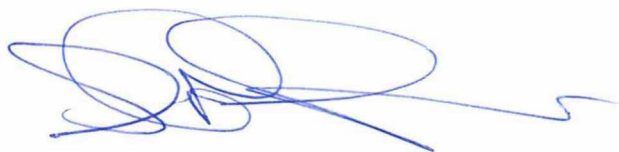
1. Excellent verbal and written communication skills.
2. Ability to apply legislation to identify potential breaches.
3. Proven ability to work within a team environment and develop effective relationships with internal and external stakeholders.
4. Proven ability to prepare written reports, keep accurate records and manage a caseload.
5. Eligibility to drive a C class vehicle in WA.

Desirable

1. Demonstrated knowledge and understanding of the *Workers' Compensation and Injury Management Act 1981*.
2. Demonstrated knowledge of contemporary workers' compensation issues, policies and trends.
3. Possession of or progress towards a relevant qualification, ideally at least Certificate IV in Government Investigations.

Certification

The details contained in this document are an accurate statement of the position's responsibilities and requirements as at 2 September 2019.



General Manager



A/Chief Executive Officer

