



Job Description

Position Title:	<i>Director Worksafe Service Industries and Specialists</i>	Classification:	<i>Level 9</i>
Position Number:	<i>MIS17125</i>	Location:	<i>Cannington</i>
Division/Group:	<i>Safety Regulation</i>	Supervises:	<i>6</i>
Branch/Section:	<i>WorkSafe Service Industries and Specialists</i>	Reports to:	<i>Deputy Director General</i>

Operational Context

Within the Safety Regulation Group, the WorkSafe Service Industries and Specialists Directorate is responsible for occupational safety and health compliance in the services, retail, public sector and related industries. The directorate also provides specialist inspectors who work across industry in relation to plant, engineering, human factors, ergonomics and occupational hygiene.

Role Overview

The Director leads and directs the operations of the Service Industries and Specialists Directorate and provides the Deputy Director General and the Corporate Executive with advice on the operations of the Directorate. This role is also responsible for providing professional leadership by actively promoting strategies, policies and systems that provide for a strategic direction for the Directorate.

Role Responsibilities

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

- Leads and directs the operations of the WorkSafe Service Industries and Specialists Directorate to ensure outcomes identified in the Department's Strategic Plan and ongoing reform initiatives are achieved.
- Contributes to the ongoing strategic development and management of the Department ensuring the achievement and monitoring of the Department's objectives.
- Undertakes and directs as required, regulatory activities relating to sensitive and complex occupational safety and health matters in accordance with the Occupational Safety and Health Act 1984 (the Act) and ensures overall accuracy and quality of service delivery.
- Provides information and advice to industry to promote occupational safety and health principles and the objectives of the Act.
- Assists in departmental responses to requests by the Minister in accordance with departmental requirements and guidelines.
- Liaises with employers, unions, industry organisations, government agencies and participates on or chairs relevant working groups to secure commitment to DMIRS corporate objectives.
- Contributes to the development of occupational safety and health policy and legislation as it relates to the work areas designated to the Directorate.
- Formulates short to long-term strategic and operational plans and related outcomes and efficiently and effectively allocates and uses resources within the Directorate to achieve outcomes.
- Ensures effective management of risks and compliance with applicable laws, regulations, standards and 'best practice'.
- Provides an environment for greater opportunities for innovation and continuous improvement, fosters collaboration across Government, and explores synergies with other agencies.
- Provides professional leadership, emphasising the importance of staff development to maximise staff wellbeing and career development opportunities.
- Contributes to the development and implementation of corporate policies and procedures including the achievement of Equal Employment Opportunity and Diversity outcomes.
- Represents the Department at a senior level on committees, working groups or at other forums.

Corporate Responsibilities

(The following outlines departmental responsibilities)

- Responsible for the achievement of corporate objectives through effective management and by focusing a work group on stakeholder needs.
- 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.
- 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.

What is required in this role?

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

- Extensive knowledge and experience in statutory investigations and legal processes.
- Demonstrated experience in the application of the Western Australian (WA) Occupational Safety and Health (OSH) Act 1984, associated standards and other relevant legislation.
- Demonstrated leadership and management experience to enable the achievements of agreed performance outcomes as identified in the Department's Strategic Plan.
- Superior stakeholder management communication skills and experience in engaging teams to drive organisational change.

Capabilities Required

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

Shapes and manages strategy

- Inspires a sense of purpose and direction.
- Focuses strategically.
- Harnesses information and opportunities.
- Shows judgement, intelligence and common sense.

Achieves results

- Builds organisational skill and responsiveness.
- Marshals professional expertise.
- Steers and implements change and deals with uncertainty.
- Delivers intended results.

Builds productive relationships

- Nurtures internal and external relationships.
- Facilitates cooperation and partnerships.
- Values individual differences and diversity.
- Guides, coaches and develops people.

Exemplifies personal integrity and self-awareness

- Demonstrates public service professionalism and probity.
- Engages with risk and shows personal courage.
- Commits to action.
- Display resilience.
- Demonstrate self awareness and a commitment to personal development.

Communicates and influences effectively

- Communicates clearly.
- Listens, understands and adapts to audience.
- Negotiates persuasively.

What are the Job reporting relationships?

This position reports to: Deputy Director General

Supervisor Position No: MIS17122 Classification: BAND3

Positions reporting to this Job:

Manager Public Sector and Related Industries - (00017195)	L7
Team Manager Retail & Service Industries - (00017193)	L7
Principal Engineer - (00016345)	SCL4
Principal Scientific Officer - (00016343)	SCL4
Principal Scientific Officer - (00016344)	SCL4
Principal Scientific Officer (Project) - (MIS17064)	SCL4

What are the pre-employment requirements for this Job?

- Psychological Assessment
- Pre-employment Medical
- Q Fever screening and vaccination if required
- This position has been identified with a potential for Conflict of Interest
- National Police Clearance

Approved Date

27-FEB-2019