



Inspector - Level 4 (00017693)

Group:	Safety Regulation	Location:	Cannington
Division/Directorate:	WorkSafe Service Industries and Specialists	Supervises:	0
Branch:	Public Sector and Related Industries	Reports to:	Manager Public Sector and Related Industries
Section:	NA		

Operational Context

Within the Safety Regulation Group, the WorkSafe Service Industries and Specialists Directorate is responsible for work 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

This position will carry out routine inspections undertaking the enforcement of WHS law with the support of a team of inspectors.

Role Responsibilities

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

- Carry out workplace inspections and take enforcement action when health and safety laws are breached.
- Investigate lower complexity workplace incidents.
- Assist in gathering evidence and making recommendations about prosecutions.
- Promote Work Health and Safety, deliver presentations and provide information to workplaces to contribute towards implementation of good practice.
- Liaise with client groups including employers, employees, government, unions and industry organisations.
- Participate in team projects and have input to future policy/direction and facilitate continuous improvement.
- Contribute to sustaining a positive team culture.
- Undertake occasional travel, work in remote areas and occasionally work outside normal business hours as required.
- Undertake other duties as directed that fall within the scope of the position.

Corporate Responsibilities

(The following outlines departmental responsibilities)

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
- Performs other duties as directed.
- 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 applicable work health and safety laws.

Role specific requirements

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

- A Certificate IV or higher Work Health and Safety related qualification or equivalent Work Health and Safety experience.
- Demonstrated range of industry experience equivalent to the role, knowledge and practical experience in the application of Work Health and Safety law including investigating incidents.
- Experience in developing and building rapport to gain cooperation from people in challenging and confronting situations.
- Experience in gathering information and developing solutions to problems.
- Commitment to personal and professional development, including the ability to reflect on own performance and to seek and accept feedback.

Capabilities Required

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

- Takes responsibility for completion of work and seeks guidance when required; identifies risks and takes initiative to progress work when required.
- Shares information with own team, seeks input from others, contributes to team discussions and ensures others are kept informed.
- Adheres to the Code of Conduct, acts with integrity and behaves in an honest, professional and ethical way.
- Shows willingness to learn and develop expertise to achieve goals and tasks set.
- Draws on information from a range of sources, uses common sense to analyse what information is important.
- Presents messages clearly and succinctly orally and in writing.

This position reports to:

Manager Public Sector and Related Industries
Position No: 00017195 Classification: L7

Positions reporting to this Role:

This position has no direct reports

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
- National Police Check
- Medical Check
- Psychometric Check
- Q Fever screening and vaccination if required
- Current Western Australian C or C-A class drivers licence or equivalent

Approved Date

31-OCT-2022