

Statement of Duties

Consumer, Building and Occupational Services Statutory Compliance Specialist

Objective

To administer and enforce relevant electrical safety legislation to raise the level of electrical safety in Tasmania.

Duties

- Audit and investigate statutory non-compliance, incidents and accidents relating to electrical work, and proceed with appropriate compliance action in accordance with legislative requirements and approved processes. Issue infringement notices and prepare high level reports for use in legal proceedings when required.
- Provide high level consultative advice, support and guidance to management, staff, industry, the community and other stakeholders on electrical safety legislation and other related matters.
- In conjunction with other staff, develop, maintain and review technical publications, regulatory documents, website content, publicity programs and printed information relating to electrical safety for industry and consumers.
- Conduct presentations on electrical safety legislation and other related matters to technical colleges, schools, industry forums, community groups and other stakeholders when required.

Level of responsibility

- To work autonomously and in a team to progress matters relating to electrical non-compliance.
- Undertake audits and investigations, providing guidance and consultative advice on all electrical safety matters with a view to reducing the incidence of non-compliance.
- Upholding and championing the Department's commitment to the safety and wellbeing of children and young people; actively participating in and contributing to our rights-based approach to care; meeting all obligations under the Child Safety and Wellbeing Policy, Professional Conduct Policy, and other Departmental child safety policies and complying with mandatory reporting obligations.
- Conducting work in a safe manner that does not put yourself or others at risk, including to comply with reasonable instructions contained in WHS policies and procedures; reporting hazards, near misses and incidents.
- Participating in the development and improvement of safety initiatives and safeguarding practices for children and vulnerable people (including to attend relevant child safety and wellbeing training provided by the Department).

- Upholding and championing the values of Integrity, Respect and Accountability, and actively contributing to making our workplaces Inclusive and Collaborative.

Direction and supervision received

- The occupant of the position will operate with limited supervision and under the broad direction from the Manager Electricity Standards and Safety. The occupant is expected to operate with a high level of independence and autonomy and will be required to act with a high degree of initiative, discretion and confidentiality on matters of a sensitive nature.

Selection criteria

1. Extensive knowledge of electrical safety regulation and the ability to develop and implement programs and policies in relation to electrical safety.
2. Extensive knowledge of statutory compliance programs and the ability to develop and implement auditing programs.
3. High level skills in analysing, researching, planning and solving complex regulatory issues.
4. High level interpersonal and communication skills including the ability to effectively negotiate, liaise, consult and resolve conflict with key stakeholders.
5. Proficiency in written communication, including the ability to draft complex regulatory documents as well as educational information for the electrical industry and consumers.
6. High level self-management skills including the ability to manage a high volume workload and prioritise tasks accordingly to meet required timeframes, as well as coordinate the activities of other staff when required.
7. Ability to work effectively as a team member of a highly specialised group with a common goal to improve electrical safety across Tasmania.

Essential requirements

- Nil

Desirable requirements

- Relevant tertiary qualifications, or experience in statutory compliance.

Position summary

Title	Senior Compliance Specialist
Number	355655
Award	Tasmanian State Service Award
Classification	General Stream Band 6
Division	Regulation and Service Delivery
Full-time equivalent	1.0
Output Group	Consumer, Building and Occupational Services
Branch	Technical Regulation Unit
Supervisor	Manager Electricity Standards and Safety
Direct reports	Nil
Location	Statewide
Position category and funding	T481

Human Resources, Department of Justice

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