

Statement of Duties

WorkSafe Tasmania Senior Inspector

Objective

Ensuring a safe, fair and just Tasmania by influencing behaviour and enforcing responsibilities the primary role of a senior inspector is to investigate workplace incidents, fatalities and dangerous occurrences. This may involve preparing reports as evidence for prosecution proceedings where significant breaches of workplace safety laws have occurred. Senior Inspectors also contribute to public safety by ensuring safe conditions are provided for the general public at major events, as well as on worksites.

Duties

- Conduct workplace inspections across a diverse range of industries for compliance with work health and safety and other administered legislative provisions.
- Provide advice and information on WHS requirements and safety management systems, including providing advice and direction in respect of how compliance can be achieved.
- Undertake complex investigations under legislation administered using sound investigative techniques, methodologies and processes.
- Prepare high-level written work including inspection, compliance and investigation reports, correspondence, briefings and submissions, including prosecution and coronial reports.
- Prepare and deliver presentations to internal teams and external focus groups.
- Represent WorkSafe Tasmania at internal and external meetings and forums.
- Assist in the coordination of programs, activities and projects.
- Participate in an after-hours on-call roster, including weekends and nights as required.
- Participate in corporate learning and development activities.
- Promote health, safety, equity, and diversity in the workplace.
- Promote and model the Tasmanian State Service Code of Conduct and Principles.
- Other duties as directed.

Level of responsibility

- 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.
- Senior Inspectors exercise a high degree of initiative, judgement and discretion when undertaking their duties. They work to resolve complex matters and are expected to assist and provide guidance to other Inspectors when and where necessary.
- Use a wide range of communication techniques to engage with internal and external stakeholders regarding WorkSafe's objectives and operations.

Direction and supervision received

Senior Inspectors are required to perform their duties under a broad range of conditions, including whilst undertaking significant field-work. General supervision is provided by the Team Leader.

Selection criteria

1. Supports strategic direction: Ability to support WorkSafe's strategic four objectives (Reducing harm in Tasmanian workplaces; Responding to current and emerging WHS issues, ensuring regulatory frameworks are contemporary and effective; and Striving for excellence as a regulator) by taking a lead role in workplace inspections, audits and targeted compliance programs, and providing authoritative and comprehensive advice to resolve complex issues, and make sound recommendations.
2. Achieves results: well-developed organisational skills; a proven ability to deliver work outcomes, be flexible and balance competing priorities, and use initiative and judgment to achieve outcomes. Takes responsibility for managing work through to completion.
3. Supports productive working relationships: well-developed interpersonal skills, with the proven ability to build and sustain positive relationships with team members and a broad range of stakeholders. Demonstrated capacity to work effectively as part of a team.
4. Displays personal drive and integrity: Proven ability to act with a high degree of integrity and professionalism at all times and behave in a way that is consistent with organisational values and behaviours.
5. Communicates with influence: high-level oral and written communication skills, including the ability to communicate complex technical information verbally and in writing to technical and non-technical audiences. Ability to prepare clear and concise documents that are fit for purpose.

6. Sound knowledge and understanding: A demonstrated knowledge and understanding of the functions of, and the legislation administered by, WorkSafe Tasmania; particularly WHS legislation or the ability to quickly acquire that knowledge. Extensive experience in workplace inspections and incident response and investigation.

Essential requirements

- Current Drivers Licence.

Desirable requirements

- The successful applicant will possess contemporary experience and qualifications in workplace inspection and incident investigation.

Pre-employment Checks

The Head of State Service has determined that the person nominated for this vacancy is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following checks are to be conducted:

1. Pre-employment checks
 - Arson and fire setting
 - Violent crimes and crimes against the person
 - Sex-related offences
 - Drug and alcohol related offences
 - Crimes involving dishonesty
 - Crimes involving deception
 - Making false declarations
 - Malicious damage and destruction to property
 - Serious traffic offences
 - Crimes against public order or relating to the Administration of Law and Justice
 - Crimes against Executive or the Legislative Power
 - Crimes involving Conspiracy
2. Disciplinary action in previous employment.
3. Identification check.

Position summary

Title	Senior Inspector
Number	(355671 Launceston) (357964 Burnie) (355707 Burnie)
Award	Tasmanian State Service Award
Classification	General Stream Band 5
Division	Regulation & Service Delivery
Full-time equivalent	1.0
Output Group	WorkSafe Tasmania
Branch	Industry Safety - Inspectorate
Supervisor	Regional Manager
Direct reports	Nil
Location	North or North-West
Position category and funding	A365

Human Resources, Department of Justice

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Last reviewed: 19 December 2024