

WorkSafe Tasmania

Inspector - Statement of Duties

Objective

The position contributes to ensuring a fair, just and safe Tasmania by influencing behaviour and enforcing responsibilities. The primary role of an Inspector is to contribute to public safety by ensuring safe conditions are provided for the general public at major events and workplaces. Inspectors assist in the investigation of workplace incidents, including workplace fatalities and dangerous occurrences. This may involve preparing reports, for consideration of the Regulator, and giving evidence in prosecution and coronial proceedings.

Duties

- Conduct workplace inspection 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 investigations 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.
- 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

- Inspectors exercise imitative, judgement and discretion when undertaking their duties. They work to resolve complex matters and are expected to assist other Inspectors.
- Conduct work in a safe manner in such that it does not put themselves or others at risk.

- Comply with any reasonable instruction contained in WHS policies, procedures and instructions and report hazards, near misses and incidents to your supervisors.
- You are responsible for upholding the values of Integrity, Respect, Accountability and actively contributing to make our workplaces Inclusive and Collaborative.

Direction and supervision received

- 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. 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 participating in workplace inspections, audits and targeted compliance programs. Ability to undertake research and analysis into WHS issues and other legislation relevant to the position, and provide authoritative and comprehensive advice to resolve complex issues and make sound recommendations.
2. Well-developed organisational skills; a proven ability to deliver work outcomes, be flexible and balance competing priorities, and use initiative and judgement to achieve outcomes. Proven ability to manage work through to completion and to work under pressure.
3. Well-developed interpersonal skills, with the proven ability to build and sustain positive relationships with team members and a broad range of internal and external stakeholders. Demonstrated capacity to work effectively as part of a team.
4. 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. Well-developed oral and written communications skills, including the ability to communicate technical information verbally and in writing to a technical and non-technical audience. Ability to prepare clear and concise documents that are fit for purpose.
6. A demonstrated knowledge and understanding of the functions of, and the legislation administered by WorkSafe Tasmania, particularly WHS; or the ability to quickly acquire that knowledge. Proven industry experience or relevant qualifications in WHS or a similar area.

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	Inspector
Number	Generic
Award	Tasmanian State Service Award
Classification	General Stream Band 4
Division	Regulation and Service Delivery
Full Time Equivalent	1.0
Output Group	WorkSafe Tasmania
Branch	Industry Safety - Inspectorate
Supervisor	Regional Manager
Direct Reports	Nil
Location	Hobart / Burnie / Launceston
Position category and funding	A366 / A364 / A365