# WorkSafe Tasmania

Statement of Duties – April 2021

| Title | Inspector |
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| Number | 355670 |
| 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 | Manager Licensing and Accreditation |
| Direct Reports | Nil |
| Location | Rosny |
| Terms of Employment | Permanent full time, 73.50 hours per fortnight. Some intrastate travel will be required. |
| Position category and funding | A371 |

## The Department of Justice

### Aim

A safe, fair and just Tasmania.

As a division of the Department of Justice, WorkSafe Tasmania focusses on improving workplace health, safety, return to work practices and wellbeing. We do this by:

* investigating workplace incidents;
* inspecting workplaces for compliance with legislation;
* promoting safer and healthier workplaces and practices through education and awareness;
* promoting prompt and effective return to work practices through practical guidance; and
* licensing identified occupational and high-risk activities.

We also have a strong relationship with the WorkCover Tasmania Board, assisting the Board fulfil its functions in injury management, work health and safety, and workers compensation.

Our activities directly support the Department of Justice's aim of achieving a fair, just and safe Tasmania; by advancing work health, safety and wellbeing in Tasmania.

### Purpose

To support the Tasmanian Government to promote the rule of law by

* ensuring an effective, efficient and accessible justice system.
* protecting and respecting rights.
* improving laws.
* influencing positive behaviour and enforcing responsibilities.

Visit the [Department of Justice website](http://www.justice.tas.gov.au) for more information.

## Divisional Information

WorkSafe Tasmania is responsible for administering much of the legislation that regulates business in Tasmania. Work health and safety, asbestos compensation, workers compensation, long service leave, shop trading hours and public holidays are key areas.

Our behaviours are consistent with those of the Department of Justice and the broader State Service; and we have identified the following shared values and language:

* **Accountable**: We are consistent; always doing what we say.
* **Inclusive**: We work as one team and embrace diversity and new thinking.
* **Transparent**: We communicate our intent and foster a culture of open communication.
* **Integrity**: We model open and honest behaviour upholding State Service Values.

As a team that supports each other to achieve our higher purpose, we are consistent in what we do and say, celebrating our achievements as we set the standard for work health, safety and wellbeing.

Visit the [website](http://www.wst.tas.gov.au/) for more information.

## About the position

### Objective

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 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 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 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 initiative, judgement and discretion when undertaking their duties. They work to resolve complex matters and are expected to assist other Inspectors.
* Conduct your work in a safe manner 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.

### 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

The following specific selection criteria must be addressed by candidates by describing their relevant personal and professional skills and abilities; qualifications, training and competencies; past achievements; and potential for development. The position objective and duties can also be used to assist in addressing the 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 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. **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. Proven ability to manage work through to completion and to work under pressure.
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 internal and external 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**: well-developed oral and written communication 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. **Sound knowledge and understanding**: A demonstrated knowledge and understanding of the 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.

## Working environment

Employment in the State Service is governed by the *State Service Act 2000*. Both employees and officers are required to uphold and comply with the State Service Principles (Section 7) and the Code of Conduct (section 9).

Department of Justice state service employees:

* treat all users of our services with respect and courtesy;
* listen to what users of our services have to say;
* personalise services to the needs and circumstances of each user of our services where practical;
* always do what they say they are going to do, or update the appropriate people promptly if things change, offering an explanation for the change;
* respond to enquiries promptly and efficiently; and
* consult the public and users of our services about their service needs.

The minimum standard of behaviour expected of all Department of Justice employees is to:

* Consider people equally without prejudice or favour.
* Act professionally with honesty, consistency and impartiality.
* Take responsibility for situations, showing leadership and courage.
* Place the public interest over personal interest.
* Appreciate difference and welcome learning from others.
* Uphold the law, institutions of government and democratic principles.
* Communicate intentions clearly and invite teamwork and collaboration.
* Provide transparency to enable public scrutiny.
* Be fiscally responsible and focus on efficient, effective and prudent use of resources.

The Department of Justice has a zero tolerance to violence, including any form of family violence, taking an active role in supporting employees and their families the Department is committed to providing a workplace that promotes safety and wellbeing of all employees.

Further information about employee expectations is on the Department of Justice Intranet site under Statement of Intent.

The department is committed to high standards of performance in the application of contemporary management practices and principles including workplace health and safety and workplace diversity. The department recognises and uses the diversity of the community it serves. In doing this it acknowledges the individual differences that can contribute to the capacity of a person to perform the inherent requirements of the duties.

*DoJ has a zero tolerance approach to violence\*, including any form of family violence. DoJ takes an active role in supporting employees and their families and is committed to providing a workplace that promotes safety and wellbeing of all employees.*

*\*The Department accepts the Tasmanian legal definition of violence.*

All employees are expected to participate in maintaining safe working conditions and practices and to promote and uphold the principle of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

All employees are responsible for participating actively and constructively in discussions regarding performance and for the implementation of agreed outcomes in accordance with the Performance Management policies and strategies of the Department.

Smoking is prohibited in State Government workplaces and vehicles.

## Requirements

### Essential requirements

* Current driver 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.