



Victorian WorkCover
Authority

ROLE DESCRIPTION

Position Title	WorkSafe Inspector
Classification	Field 1
Position Reports to	Group Leader
Division	WorkSafe
Purpose of the Role	<p>WorkSafe's Inspectors have a vital role in ensuring that workplaces meet their health and safety obligations. They assist and advise employers, supervisors and workers on how to make workplaces safe and undertake enforcement action to make sure health and safety laws are complied with. They also assist Health and Safety Representatives in their role of representing workers on Occupational Health and Safety issues.</p> <ul style="list-style-type: none">• To inspect the workplace to ensure compliance with OHS legislation.• To enforce OHS legislation.• To drive safety and the prevention of disease and injury in Victorian workplaces.
Primary Responsibilities & Accountabilities	<p>The Inspectors spend a large part of their time visiting and inspecting workplaces in their local area. During an inspection, WorkSafe's Inspectors will gauge the level of compliance with legislative requirements and take appropriate action, which may range from the provision of information to the imposing of enforcement measures.</p> <p>They may need to make on-the-spot decisions regarding next steps and interventions and this may be in an emergency or at-risk situation.</p> <p>On appointment within the Act the role incumbents hold the powers of Inspector under the Act. They work and make decisions within parameters determined by the Act and organisational policy and procedure.</p> <p>Monitoring and Enforcing Compliance: Field officers assess, monitor and enforce compliance to OH&S legislation in the workplace, in accordance with VWA and WorkSafe policy and procedure.</p> <p>Incident Assessment: review incident, report and determine next steps, including making recommendations for further investigation.</p> <p>Managing Disputes in accordance with Statutory Requirements: Assist in the resolution of disputes in the workplace through the provision of advice and management of stakeholder interactions.</p> <p>Undertake project activities: Support projects through undertaking inspections and reporting in accordance with project objectives. Field officers may participate in project team as a representative of the field. May be required to support projects through providing representation at stakeholder forums, as directed by the Group Leader.</p> <p>Stakeholder Relationships: Represent VWA at a variety of public forums and manage stakeholder relationships according to operational policy and procedure.</p> <p>Providing Technical Expertise: Provide advice on appropriate legislation and its application to workplace OH&S representatives, employer representatives and other duty holders.</p> <p>Utilise experience and technical expertise to review and provide input to draft operational policy and procedure in relation to their area of expertise.</p> <p>Reporting & Administration: Complete all reports and administrative requirements of field officers in an accurate and timely manner, and in accordance with required timeframes.</p>

	<p>Emergency Response: Participate in Emergency Response during normal business hours as required. (Involvement in After Hours Emergency Response is dependent upon rosters and other emergency support in area).</p> <p>Continuous improvement: Identify opportunities, make recommendations and implement improvements to processes, systems and work practices</p> <p>Occupational health and safety: Comply with VWA OHS policy and procedure and legislative requirements</p>
<p>Key Relationships</p>	<ul style="list-style-type: none"> • Group Leader • Team members • Other WorkSafe Inspectors • WorkSafe Investigators • Project officers • Employers • Employees • Health and Safety Representatives • Union Representatives • Industry Associations
<p>Expected Competencies & Behaviours</p>	<ul style="list-style-type: none"> • Influencing compliance • Resilience • Working in a team • Focus and perseverance • Building relationships • Stakeholder support and service • Tactical and analytical thinking • Adaptability
<p>Essential Skills, Education levels & Experience</p>	<ul style="list-style-type: none"> • Sound knowledge of the current Occupational Health and Safety legislation in Victoria • Practical experience in implementing OH&S legislation • Ability to influence and encourage positive behaviour within the workplace • Excellent communication skills • Conflict resolution and negotiation skills • Adaptability to change • Information gathering / Investigative skills • Ability assess a situation objectively • Ability to work as part of a team • Ability to identify key issues and resolve problems • Ability to manage own time effectively and work independently • Resilience in adverse situations • Ability to educate others / facilitate learning • Excellent time management skills • Demonstrated ability to remain professional in interactions with a variety of stakeholders and in a variety of situations • Computer skills (Inspectors use a laptop computer to issue notices and directions) • Hold a current Victorian driver's licence • Tertiary qualifications in OH&S will be viewed very favourably, but are not mandatory. • Expertise in a particular industry sector is essential and may be demonstrated through: <ul style="list-style-type: none"> - knowledge of industry standards and codes of practice - understanding of work equipment, work practices, operating procedures