

## POSITION DESCRIPTION

### Position details

Position title:	Pools Investigator
Classification:	AO4
JRN	QLD/573316
Location:	Flexible
Division:	Regulatory Operations
Branch:	Compliance & Enforcement
Business Unit:	Pool Safety Unit
Reports to:	Manager Plumbing and Pools Investigations

### Position Purpose

The purpose of this position is to undertake pool safety investigations to ensure legislative requirements are being met.

### About Us

The QBCC is committed to promoting, supporting and encouraging respect, equity, diversity and inclusion across all aspects of our business and increasing staff awareness and respect for Aboriginal and Torres Strait Islander peoples and cultures.

Inclusion and diversity play an important role in the shaping of QBCC's culture and how our workplace operates both internally and externally. We are proud advocates of inclusive and flexible workplace practices which we believe are essential in creating safe, positive and productive work environments for everyone to enjoy. All reasonable support and access requirements will be accommodated to the extent possible, in accordance with the relevant legislation.

For information about QBCC including our Vision, Purpose and Mandate, visit our website: [www.qbcc.qld.gov.au](http://www.qbcc.qld.gov.au).

### Our purpose

We deliver excellence in regulatory services to reduce risk and offer protection from harm.

### Our vision

A thriving and resilient building and construction industry inspiring confidence, and supporting sustainable social, environmental and economic outcomes for Queenslanders.

## Our values:



Pursue  
excellence



Be courageous



Be helpful



Focus on  
people



Be connected



Value  
customers

## Key Outcomes and Accountabilities

The aim of this role is to:

- Support the Senior Pools Investigator, Principal Pools Investigator, Manager and Director by providing advice and assistance in implementing pool safety policies, programs and projects.
- Interpret and provide advice on legislation, standards, policies, guidelines and practices related to pool safety.
- Auditing and investigating pool safety inspectors.
- Provide accurate written and oral advice to managers and senior officers as well as support in drafting reports and statements.
- Provide administrative support to maintenance of the pool register.
- Advising on system improvements to ensure efficient administration of pool safety laws in response to organisational and regulatory changes.
- Representing the Commission and contributing technical advice as required on forums, groups and committees.
- Providing exceptional customer service to all staff of the Commission and external customers.

## Candidate Attributes

1. High level skills in case management and investigative work.
2. High level of communication skills including interpersonal, consultation, negotiation and mediation.
3. Ability to interpret and apply pool safety legislation and standards or other relevant experience.
4. Commitment to achieving outcomes and building effective work relationships.

## Other Requirements

- This position description provides the minimum requirements for the position. The incumbent may be required to undertake other duties as required.
- Delegations and authority to act – this position may be required to exercise certain powers in accordance with legislation and QBCC's business delegations.
- All staff must comply with their responsibilities under the applicable legislation. Including the following:
  - *Work Health and Safety Act 2011 (QLD)*
  - *The Public Sector Ethics Act 1994, including The Queensland Public Service Code of Conduct*
  - *Public Sector Act 2022 (QLD)*

## Employment screening

The role requires satisfactory clearance of a variety of pre-employment checks (which may include criminal history checks, financial history checks, national police checks, and medical assessments). Failure to consent to the required checks will render the applicant unsuitable for the role.

All personal information obtained in the application process will be treated confidentially and held securely by the Commission. Applicants who have lived or worked overseas will be required to provide a current police clearance.