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| **Clock outline** | **Role type**  Permanent full time | Our purpose is to deliver contemporary regulatory and other government services to Queenslanders.  Our vision is for Queensland workers, industry and communities, to be healthy, safe, fair and productive.  To achieve this, we focus on three priorities:  Industry, community and partnerships  Regulatory standards  Our people  At the OIR we, improve work health and safety in Queensland and help to reduce the risk of workers being killed or injured on the job; develop and enforce standards for electrical safety in Queensland; regulate workers’ compensation; and support improved productivity and fairness in Queensland workplaces. We also provide a range of business and corporate services.  For more about the OIR go to <https://www.oir.qld.gov.au/> |
| **Dollar outline** | **Salary per annum**  $114, 114 – $121, 876  \*plus 12.75% superannuation contributions |
| **City outline** | **Location**  Mackay NCQ Region |
| **Employee badge outline** | **Contact**  Teresa Wallace Acting Investigations Manager  Email: [teresa.wallace@oir.qld.gov.au](mailto:teresa.wallace@oir.qld.gov.au)  Phone: 0437 336 576 |
| **Paper outline** | **Job ad reference**  QLD/573679/24 |
| **Monthly calendar outline** | **Closing date**  Monday 08 July 2024. |
| **User outline** | This role is open to all applicants and we encourage applications from people with diverse backgrounds. |

What you can expect in this role

The Senior Investigator will be part of an efficient, flexible and responsive investigations team. This role will investigate non-compliance with the work health and safety legislation and provide leadership and support services to inspectors. This role is also responsible for ensuring that investigations meet requisite standards of quality, timeliness and efficiency and that investigative conduct is of the highest integrity. The Senior Investigator reports directly to the Investigations Manager.

This position contributes to the recommendations from the Best Practice Review of Workplace Health and Safety Queensland.

Key responsibilities include:

* Utilise the powers appointed to inspectors according to the Work Health and Safety Act 2011, Electrical Safety Act 2002, and Safety in Recreational Water Activities Act 2011, to assist the government in meeting the objectives of these Acts. The powers afforded to Inspectors are wide ranging; Inspectors are held accountable for their use and are subject to internal and external scrutiny;
* Undertake physical tasks at workplaces to discharge inspector powers and functions and to effectively conduct inspectorate or investigative activity;
* Assess information against evidentiary requirements of the workplace health and safety legislation in order to accurately inform the course of an investigation through the case management process;
* Lead the case management of investigations by planning investigations strategy, coordinate personnel and provide critical technical and evidential advice using collaborative decision-making processes and prepare high quality investigation and breach reports in accordance with WHSQ procedures and to the satisfaction of officers of the Court;
* Represent WHSQ and give evidence on workplace health and safety matters heard before an Industrial Magistrate, the Industrial Court, Tribunal or Coroner;
* Develop and maintain effective relationships and strategic networks with internal and external stakeholders, client groups, duty holders and industry leaders to share information, identify on-going and emerging and issues and trends, and provide high level advice to the Investigations Manager;
* Maintain the knowledge and skills necessary to demonstrate continuing high level and contemporary performance by actively participating in the professional development opportunities offered to investigators as part of their performance and development plans;
* Stimulate innovation and team learning by taking a mentoring and coaching approach and by taking an active role in the development and delivery of investigations training for inspectors;
* Actively participate in building relationships, sharing information and promoting cooperation across all government agencies; and
* Model professional and ethical behaviour and act in accordance with the Queensland Public Service legislative framework and Code of Conduct.

Our workforce needs to be able to respond quickly to new and emerging priorities. You may be required to undertake alternative duties or work in alternative locations on a temporary or permanent basis to support service delivery.

In this role you may be exposed to confronting and distressing content and OIR will support you with relevant professional supervision and access to our employee assistance program services to monitor vicarious trauma. Applicants should consider this context and their personal resilience and coping strategies for longevity in the position.

What we are looking for

We will confirm your eligibility and suitability for this role by considering your abilities, aptitude, skills, qualifications, knowledge, experience and personal qualities. We’ll also consider the way you have carried out previous employment, your potential for future contribution and how you could enhance equity, diversity, respect and inclusion at the OIR.

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| Mandatory qualifications or conditions | * A Diploma of Government (Investigation), or equivalent, must be held at the time of application; * Whilst not mandatory an Advanced Diploma of Government (Workplace inspection/Investigations/Fraud control) or equivalent, or a higher degree qualification in a relevant discipline (e.g. law, justice administration, criminology) is highly desirable; * Previous experience in a role with significant health and safety responsibilities is required; * Recommended applicants for this position will be asked to consent to a criminal record check. Please note that people with criminal records are not automatically barred from applying for this position. Each application will be considered on its merits; * Recommended applicants, who are new to the inspector role, will be required to complete WHSQ’s new inspector induction program. Upon completion of the induction program, inspectors will be required to complete the Diploma of Government (Workplace Inspection) after undertaking a minimum of six months’ field based experience. A probation period of 6 months will apply; * Inspectors must maintain a current driver’s licence; * Inspectors must have the computer skills necessary to accurately and efficiently input and retrieve data on WHSQ’s event and investigations databases; * It is a genuine occupational requirement of this role that inspectors undertake field work and respond to incidents at workplaces across Queensland to discharge statutory roles and exercise statutory powers. This will involve circumstances including access to confined spaces, climbing ladders, accessing scaffolding, traversing building construction sites, climbing meat worker stands, collecting asbestos samples from rubble, rural and remote work in heat etc; * Inspectors may be required to inspect workplaces where there is a risk of exposure to pathogens. WHSQ will fund the immunisation of staff who may be exposed to these conditions as part of their role. Successful applicants will be required to provide formal consent for any immunisation that is provided; * Inspectors may be required to attend workplace incidents where a death or serious injury has occurred. As an inspector you will need to show sensitivity to the parties involved (e.g., the injured party, next of kin, relatives, workers, witnesses, and duty holders) while remaining impartial and emotionally unattached; * Inspectors may be required to attend workplaces where a dispute is in progress. As an inspector you will need to demonstrate well developed problem solving and dispute resolutions skills, while remaining resilient, impartial and emotionally unattached; * Inspectors will be required to participate in on-call and weekend roster work; and * From time to time, inspectors may be required to work from another office from which they were initially appointed |
| Key capabilities | Key capabilities for this role are aligned with the OIR Capability Framework and the [Leadership competencies for Queensland](https://www.forgov.qld.gov.au/working-in-the-public-service/leadership-and-learning-hub/build-capability/capability-frameworks-and-strategies/leadership-competencies-for-queensland) under the leadership stream: Individual contributor.  Key capabilities for this role include:   * Demonstrate your skills and experience leading successful investigations through the case management process, interpreting statutory obligations in the planning of investigative strategies, gathering evidence, and providing critical advice on investigations issues and legal matters; * Display flexibility, resilience and a commitment to maintaining a high level of performance, innovation, continuous improvement and best practice outcomes; * Demonstrate knowledge and experience of court processes, rules of evidence and adherence to ethical standards of responsibility required by courts of law, with proven ability to analyse and review complex technical information, identify important issues and recommend appropriate action in respect of those issues; * Demonstrate effective interpersonal and presentation skills as evidenced by an ability to communicate with influence and to establish and maintain effective relationships with stakeholders, client groups, duty holders and industry leaders, to gather information and provide advice on contemporary and emerging investigation and enforcement matters to the Principal Investigator/ Investigations Manager; and * Demonstrate well-developed written skills as evidenced by a record of achievement in preparing substantial reports and prosecutions briefs in relation to complex investigations |

How to apply

Apply online at [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au).T). Create a ‘My SmartJob’ account to submit your application. Your application needs to include:

* your current resume, including contact details for at least one referee who has thorough knowledge of your conduct and performance within the past two years
* a letter or statement (one to two pages) that addresses the ‘What are we looking for’ section above.

Enquiries about culture, safety or reasonable adjustments can be directed to the contact person for this role. For technical difficulties with submitting your application, contact 13 QGOV (13 7468) or phone OIR Human Resources on 07 3406 9943.

Please allow enough time before the closing date to submit your application. Requests for late applications are to be forwarded to the contact person for consideration.

Please read OIR’s Applicant guide to learn more about the OIR and assist you to apply for a role. To discuss your needs for cultural safety or reasonable adjustments to help you participate in the recruitment and selection process, please advise the contact person for this role.