

**Office of the Work Health and Safety
Commissioner**

Position Title: Assistant Director –
Compliance and Enforcement Operations

Section: Compliance and Enforcement
Branch

Position Number: P61166

Classification: Senior Officer Grade C (SOGC)

Location: Canberra City

Last Reviewed: September 2026

WORKSAFE ACT OVERVIEW

WorkSafe ACT achieves its objectives to protect workers and workplaces through a combination of compliance and enforcement, awareness raising, education, inspection and investigation. It is responsible for monitoring and enforcing compliance by duty holders with the *Work Health and Safety Act 2011* (WHS Act) *Dangerous Substances Act 2004* (DS Act), *Workers Compensation Act 1951* (WC Act), *Long Service Leave Act 1976* (LSL Act), *Workplace Privacy Act 2011* (WP Act) and *Labour Hire Licensing Act 2020* (LHL Act) (commonly referred to as WHS Legislation).

WorkSafe ACT is a fully independent office headed by the WHS Commissioner, who is the Territory's regulator. A planned program of work is currently being implemented to improve our operational efficiency and effectiveness. WorkSafe ACT is committed to cultural and organisational change to become a professional, modern, intelligence-led responsive regulator.

The work we do carries with it an obligation to act in the public interest. It requires standards of professional behaviour and conduct from all employees that promote and maintain public confidence and trust in our work.

DIVERSITY STATEMENT

The ACT Public Service (ACTPS) is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, women, Aboriginal and Torres Strait Islander peoples, people from linguistically and culturally diverse backgrounds, people with disability and those who identify as LGBTIQ+ are encouraged to apply.

POSITION OVERVIEW

We contribute to the reduction of physical and psychological harm to workers across ACT workplaces. The Inspectorate has the shared goal of supporting the health, safety and wellbeing of ACT workers.

The Assistant Director of Compliance and Enforcement Operations will be responsible for planning, coordination and overseeing the work and output of WorkSafe ACT Inspectors who are primarily responsible for compliance and enforcement activities under the WHS Act and associated legislation. A key part of the role is preparing and leading the execution of compliance operational plans in support of the WorkSafe ACT Strategic Plan.

The position is also responsible for providing support, guidance, and advice to Inspectors in performing their regulatory activities, liaising with industry representatives and other stakeholders and preparing reports for senior management.



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ROLE / RESPONSIBILITIES

You will be required to:

- Lead, manage and monitor the performance of Inspectors ensuring plans are in place to monitor individual performance and development.
- Lead, manage and monitor the preparation and execution of Inspectorate operational plans in line with the agency's strategic plan.
- Lead and manage the triage and response to a range of matters including Notifiable Incidents and Public Complaints.
- Provide information and advice to Inspectors on their responsibilities, obligations and the requirements of relevant legislation, internal governance documents and related technical issues.
- Review regulatory notices issued by Inspectors and where necessary, conduct internal reviews of regulatory decisions.
- Prepare complex written material such as correspondence, briefs, reports and undertake complex case management activities.
- Establish and maintain effective working relationships with people across different levels, both internal and external to WorkSafe ACT, and persuade and influence opinion with relevant stakeholders.
- Respond to requests for information or input from stakeholders in a timely manner, with accuracy and clarity.
- Understand ACTPS and WorkSafe ACT vision and values covering ethical standards and ACTPS code of conduct. Demonstrated self-awareness and commitment to embedding these standards and values within the workplace.
- Commitment to driving cultural reform within teams and more broadly across WorkSafe ACT and commitment to the ongoing integration of WHS best practice principles.
- Other duties as directed.

IDEAL CANDIDATE

Our ideal candidate has:

- Demonstrated contemporary regulatory experience working in an operational regulatory agency with knowledge of relevant WHS issues.
- Demonstrated ability to develop, implement and execute operational plans in line with WorkSafe ACT's strategic plan.
- Demonstrated ability leading and managing a team in a dynamic, operationally focused environment with legislative time frames and shifting priorities.
- A high level of oral and written communication skills. Ability to negotiate and influence stakeholders both orally and in writing.
- Ability to exercise judgement, solve complex issues and build organisational capability.
- Demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of workplace respect, equity, diversity and WHS principles and practices.



ESSENTIAL REQUIREMENTS

- Ability to perform the functions of an authorised Inspector in accordance with relevant legislation, including completion of required legislated training for Workers' Compensation Act as a Delegated/Appointed person/Authorised Officer by the WHS Commissioner.
- Relevant qualifications are highly desirable. Significant experience in fields such as health and safety, law enforcement, audit, regulation, government inspections, investigations or law are also desirable.
- Current unrestricted driver's licence.
- Willingness to:
 - participate in an after hours on-call and telephone roster when required.
 - participate in programmed after hours compliance activities when required.
 - wear a uniform.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of the Assistant Director, Compliance & Enforcement Operations and indicates how frequently each of these requirements would be performed. Please note that WorkSafe ACT is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Never
STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADOs)	Never
Peaks and troughs	Occasionally
Frequent paid overtime	Occasionally
Rostered shift work	Never
SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Frequently
MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Occasionally
Climbing	Occasionally
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Never
TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Frequently
Frequent travel – driving	Frequently
Frequent travel – interstate	Occasionally
SPECIFIC HAZARDS	FREQUENCY
Working at heights	Occasionally
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Occasionally
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Occasionally
OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE) required	Frequently

