

Office of the Work Health and Safety Commissioner

Position Title: Assistant Inspector

Sections: Compliance & Enforcement

Position Number: 63037, 52634 and 56981

Classification: WCO5

Location: Canberra City

Last Reviewed: December 2025

WORKSAFE ACT OVERVIEW

WorkSafe ACT achieves its objectives 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), (collectively described 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 regulator.

The work we do carries with it an obligation to act in the public interest. It requires standards of professional behaviour and conducts 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

Inspectors within the Compliance and Enforcement Operations (the Inspectorate) and Licencing and Advisory Services team has a primary role to monitor and enforce compliance with WHS Legislation. The work we do contributes to the reduction of physical and psychological harm to workers across ACT workplaces and performs a regulatory licencing function.

The Inspectorate undertakes a range of important functions including promoting WHS through providing advice on what compliance looks like, information to assist with compliance and assisting Person Conducting Business or Undertaking (PCBU) and duty holders comply with their obligations. The Inspectorate is responsible for conducting the operational aspect of the WorkSafe ACT Strategic Plan across all industries. This includes participating in proactive programs and campaigns, responding to incidents, liaising with industry stakeholders, unions, workers, and the public, and undertaking inspections, investigations, and audits across a range of ACT workplaces.



Compliance and Enforcement Licencing and Advisory Services is a multi-disciplinary team regulating WHS Legislation through the provision of licences, authorisations and permits (licencing function). The work the team does contributes to ensuring employers are compliant with WHS Legislation and that workers and members of the public are safe in ACT workplaces. The team also provides a technical advisory service to both internal and external agencies, including operational policy and governance, information management and government business such as FOI.

Assistant Inspectors are employed across both teams on a rotational basis.

As an Assistant Inspector you will be assisting with the inspection and regulation of workplaces under WHS Legislation on specific and common controllable hazards and risks that may lead to physical and/or psychological harm in the workplace.

You will also be assisting and supporting Inspectors and licensing officers to provide licencing, technical and regulatory functions within the Licensing and Advisory team.

Assistant Inspectors are expected to work collaboratively with Inspectorate, Licensing and Advisory Services, and Investigations teams to provide exceptional service to ACT workplaces. You will possess excellent communication skills, including the ability to develop and maintain effective working relationships. You will be responsible for building trusted relationships across the Territory to ensure better practices are imbedded in ACT workplaces.

ROLE / RESPONSIBILITIES

You will be required to:

- manage non-complex matters related to the on-duty roster and other matters as determined by supervisor
- support the work of the inspectorate through administrative case management duties, including infringement recovery tracking, appropriate records management and case updates in Salesforce
- assist with the assessment of licence and permit applications on matters which fall within WorkSafe ACT's scope of regulatory responsibilities
- assist with identification of non-compliance with the licensing, permit and registration applications from persons conducting a business or undertaking and individuals and use the legislative options to achieve compliance
- assist in the conduct of workplace visits, verification activities, audits and projects ensuring specified timeframes are met
- assist inspectors to identify non-compliance with legislation and recommend appropriate responses to enable persons conducting a business or undertaking to achieve compliance
- assist with workplace investigations in accordance with best practice which will involve taking statements, conducting interviews and collecting and managing evidence
- provide technical and operational information to industry, workers and other stakeholders on related matters including risk management, workers' compensation, labour hire licensing, dangerous substances or long service leave
- conduct enquiries to resolve issues through the provision of timely incident response services



- present at external forums on behalf of WorkSafe ACT such as industry working parties, seminars and presentations
- prepare accountable documents; including planning documents, inspection reports, licence application assessments, file notes, technical reports, statutory notices, policies, briefing documents and other correspondence
- assist with identify emerging WHS trends and issues to provide input for the development and review of technical and operational plans. policies, procedures, documents and interventions
- maintain records in accordance with the *Territory Records Act 2002*
- understand the ACTPS values covering ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of workplace respect, equity and diversity work practices and WHS principles and practices
- participate in the on-duty roster and managing inboxes and phone lines associated with team activities, and
- perform other duties as directed

IDEAL CANDIDATE

- Proven organisational skills with strong attention to detail and ability to effectively use a full range of computer applications.
- Knowledge of the regulatory framework regarding subjects which fall within WHS Legislation.
- Demonstrated ability to read, interpret and apply relevant legislation, related technical codes of practise and make recommendations on the effective use of enforcement tools.
- A high level of oral and written communication skills including the ability to draft legislative and enforcement notices for non-compliance and compose written materials such as briefing notes, licence and permit assessments.
- Demonstrated ability to work within a diverse team, contribute to efficient work practices and promote work health and safety.
- Ability to work well under pressure to meet set deadlines.

ESSENTIAL REQUIREMENTS

- Ability to perform the functions of an authorised Inspector in accordance with all relevant legislation, including completion of required mandatory training for Workers' Compensation legislation as a delegated/appointed person/Authorised officer by the WHS Commissioner.
- Current unrestricted driver's licence.
- Willingness to:
 - a. wear a uniform.
 - b. participate in programmed after hours compliance activities when required, and
 - c. undergo a pre-employment police check.
 - d. undergo baseline health monitoring.



WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of an Assistant Inspector/Authorised Officer 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 <i>Please note this is a position in an activity based working environment</i>	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	Never
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	Frequently
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
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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	Occasionally
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

