

Position Description

Position Title	Safety Inspector
Position Number	TBC
Section	People and Culture – Work Health and Safety
Salary Level	Level 8.1
Reports to	Principal WHS Advisor

POSITION OBJECTIVES

Provide specialist WHS advice, education and practical guidance to employers, workers and community stakeholders across Norfolk Island. Independently plan, coordinate and evaluate assigned activities and projects under the five-year Norfolk Island WHS Program and SDA, using technical expertise and risk-based analysis to identify emerging issues, develop appropriate responses and improve workplace safety outcomes. Exercise authorised inspector functions within the scope of applicable statutory appointments and procedures.

KEY ACCOUNTABILITIES

Education, advice and capability building

- Provide impartial WHS information and practical guidance to employers, workers and community stakeholders; respond to enquiries and explain relevant duties, controls and legislative developments.
- Undertake educational workplace visits, assist with hazard identification and risk assessment, promote worker consultation and help workplaces build sustainable WHS systems and practices.
- Provide specialist technical advice on complex workplace hazards, risk assessments and control measures, exercising independent professional judgement to recommend practical and proportionate improvements across different industries.
- Develop and deliver workshops, information sessions, guidance materials, awareness campaigns and appropriate public/social media content; identify education priorities and share effective safety practices.
- Build constructive relationships with industry, community organisations, government agencies and regulatory partners; participate in forums and use stakeholder feedback to inform priorities.

Engagement, guidance and compliance support

- Undertake workplace visits to discuss safety issues, provide practical guidance and support compliance with relevant requirements.
- Assist employers and workers identify hazards and implement practical controls suited to their activities and circumstances.
- Document workplace observations, advice and agreed actions, and provide follow-up support to monitor progress.
- Exercise authorised inspector functions within the scope of the appointment, training and approved procedures, applying independent judgement to matters within the position's authority referring matters requiring higher-level regulatory, specialist or legal intervention.

WHS program, intelligence and reporting

- Lead the planning, coordination, delivery and evaluation of assigned WHS Program projects and SDA activities, including developing work plans, coordinating stakeholders, monitoring progress and reporting against agreed deliverables, timeframes and performance measures.
- Independently analyse workplace incidents, enquiries, inspection findings and emerging safety trends to identify complex or systemic risks, develop response options and recommend priorities for education, engagement and continuous improvement.
- Lead the development and review of technical WHS guidance, operational procedures, inspection tools and educational resources, applying specialist expertise to ensure they remain appropriate for Norfolk Island's legislative and operating environment.
- Maintain accurate inspection, investigation, education, engagement, follow-up and decision records; report on outcomes and risks, including quarterly service delivery agreement (SDA) reporting and assigned SDA risk-register entries.

Collaboration and professional conduct

- Work fairly and consistently within the role's responsibilities and authority.
- Maintain clear boundaries between the island-wide Safety Inspector role and Council's

<p>internal WHS activities, seeking guidance where responsibilities overlap or conflicts of interest arise.</p> <ul style="list-style-type: none"> • Work collaboratively with the Principal WHS Advisor, Council teams and external agencies, seeking support for matters beyond the role's expertise or authority. • Maintain accurate records, handle sensitive information appropriately and treat people respectfully and impartially
COMPETENCIES
<p>Essential</p> <ul style="list-style-type: none"> • Demonstrated WHS, regulatory, local government, community-service or related technical experience, including sound understanding of workplace hazards, controls and regulatory responsibilities. • Highly developed interpersonal, persuasive and verbal communication skills to engage employers, workers and stakeholders with different levels of knowledge and willingness to participate. • Ability to deliver workplace education and facilitate discussions, prepare clear reports, records and guidance material, and communicate complex requirements accessibly. • Demonstrated specialist WHS knowledge and experience, including independent technical judgement, analysis of complex workplace risks, development of practical solutions and the ability to plan and manage assigned projects and competing priorities. • Integrity, discretion, professionalism, impartiality and ability to maintain appropriate regulatory, internal advisory and conflict-of-interest boundaries. <p>Desirable Experience in local government/public sector or remote communities; workplace inspections, investigations or enforcement; adult education, mentoring or public engagement; Norfolk Island administrative, legislative and service-delivery arrangements</p>
QUALIFICATIONS AND LICENCES
<p>Essential</p> <ul style="list-style-type: none"> • Certificate IV or higher in WHS or a related discipline, or capacity to obtain an agreed relevant qualification within a defined timeframe. • Certificate IV in Training and Assessment, adult education qualification, equivalent facilitation experience or capacity to obtain relevant training. • Current C Class driver licence. • Eligibility and capacity to obtain and maintain the written statutory appointment, certificate of authority and/or delegation required for inspector functions. Statutory powers must not be exercised before the necessary appointment/authorisation is in force. <p>Desirable Public administration/community services qualification or experience; first aid; relevant high-risk work licences or plant, heights or confined-space competencies as applicable to work undertaken.</p>
ACKNOWLEDGEMENT
<p>This position description and associated information is not to be considered as a comprehensive, complete and/or exhaustive list of responsibilities and accountabilities; it is indicative of the position only. The position incumbent must be aware that their role and position are dynamic. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at Norfolk Island Regional Council. People and positions develop over time, and this position description is intended to facilitate this, as a living document, where your active involvement is a critical element. It is highlighted that this position is a member of a team.</p>

Date Authorised: October 2026