

Position description

Job Reference No:	TBA
Position Title:	Fair Work Inspector
Branch:	Compliance and Enforcement Branches
Locations:	Adelaide, Canberra, Hobart, Melbourne, Mount Gambier, Orange, Sydney, Toowoomba, Traralgon, Wagga Wagga
Employment Status:	Full-time or Part-time
Employment Type:	Non-ongoing (up to 12 months) / Ongoing
Classification:	APS Level 4 or 5
Salary Range:	\$72 022 to \$85 014 plus 15.4% superannuation
Closing Date:	TBA

The Fair Work Ombudsman (FWO) is an independent statutory office established by the *Fair Work Act 2009*. Our role is to promote harmonious, productive and cooperative workplace relations and ensure compliance with Australian workplace laws. We are valued by the community for supporting compliant, productive and inclusive Australian workplaces and we deliver practical workplace relations advice and assistance.

We are seeking exceptional team-oriented candidates for the role of **Fair Work Inspector** across the Compliance and the Enforcement Branches.

The Compliance and Enforcement Branches are responsible for ensuring compliance with the *Fair Work Act 2009*. This involves conducting investigations to determine compliance with Australian workplace laws.

Roles are being offered at the APS 4 and 5 levels. To be considered for an APS level 5 role, you must satisfy the additional selection criteria requirements set out in this position description. You may apply for an APS 4 or 5 level role, or both.

Roles may be offered for a non-ongoing period of 12 months initially, with the possibility of becoming ongoing.

Depending on your level of experience and background, there may be an initial training period before you are officially appointed as a Fair Work Inspector.

The FWO provides an exciting, challenging and supportive work environment, with access to great training, development opportunities, and flexible working arrangements. You will be recognised for your performance and have the satisfaction of working for an agency which aims to achieve fairness and build a culture of compliance in Australian workplaces.

Administration - Team:DB-1523127/5.0

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For further information about the Fair Work Ombudsman, please visit www.fairwork.gov.au.

Selection Criteria

To be successful in the role at both APS levels 4 and 5 you will possess:

- excellent customer service and conflict resolution and problem-solving skills
- the ability to gather, analyse and present information concisely and accurately
- the ability to actively listen, question and make inquiries when interviewing people
- strong judgment, including the ability to make early decisions and recommend courses of action
- sound communication skills (verbally and in writing) for internal and external audiences
- the ability to manage and prioritise work in a fast-paced environment
- the ability to work collaboratively and contribute to team goals
- an interest in the Australian workplace relations system and relevant legislation, including the ability to understand and apply legislation and industrial instruments

To be considered for an APS level 5 position, candidates must also demonstrate:

- self-initiative and drive
- the ability to think strategically
- the ability to identify and mitigate risk, and
- personal accountability.

Desirable Criteria

- the ability to speak a second language (desirable but not essential)
- experience using enforcement tools such as issuing infringement notices (desirable but not essential), and
- tertiary qualifications in business, law, industrial relations, economics or social sciences (desirable but not essential).

Please note: Under section 700(2) of the Fair Work Act 2009, the Fair Work Ombudsman may only appoint a Fair Work Inspector if the Fair Work Ombudsman is satisfied the person is of good character.

Typical Duties

The duties of a Fair Work Inspector may include, but are not limited to:

- gathering and analysing information to determine compliance with workplace laws
- conducting workplace site visits and interviews

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Australian Government

Fair Work OMBUDSMAN

- exercising statutory compliance powers in accordance with the FWO's [Compliance and Enforcement Policy](#)
- preparing concise and accurate reports to management
- delivering timely and appropriate enforcement outcomes, and
- delivering exceptional customer service.

Please note: intra and interstate travel may be required.

How to Apply

Please provide a written application of **no more than 900 words** setting out how your skills and experience address the requirements of this role. Please use clear examples that demonstrate your ability to perform the role (with consideration of the selection criteria).

All applications must be submitted via our online application system [please click on the link below](#). As part of the online application you will be asked to indicate which APS level you are applying for (e.g. APS level 4 or APS level 5, or both) as well as your preferred location.

If you have any questions about this recruitment exercise, please email recruitment@fwo.gov.au

Applications close 11.00pm (AEST) Sunday 2nd May 2021

The Fair Work Ombudsman and Registered Organisations Commission Entity acknowledges the Traditional Custodians of Country throughout Australia and their continuing connection to land, waters and community. We pay our respect to them and their cultures, and Elders, past, present and future.

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