

	FOUNDATIONAL	INTERMEDIATE	ADEPT	ADVANCED	HIGHLY ADVANCED
<b>ESTABLISH AND APPLY REGULATORY POWERS</b>	<p>Understand how to access relevant legislation.</p> <p>Understand the powers provided by enabling legislation.</p> <p>Understand the boundaries of those powers in accordance with legislation and the agency's policies and procedures.</p> <p>Understand the interaction between the enabling legislation and other legislative requirements.</p> <p>Understand the risks associated with the exercising of regulatory powers and strategies to manage those risks.</p>	<p>Under minimum supervision, access relevant legislation.</p> <p>Under minimum supervision, exercise the powers provided by the legislation in accordance with legislation and the agency's policies and procedures.</p> <p>Under minimum supervision, resolve or refer conflicts between the enabling legislation and other legislative requirements.</p> <p>Under minimum supervision, identify the risks associated with the exercise of regulatory powers and strategies to manage those risks.</p>	<p>Demonstrated ability to access relevant legislation.</p> <p>Demonstrated ability to exercise the powers provided by the legislation in accordance with legislation and the agency's policies and procedures.</p> <p>Demonstrated ability to resolve or refer conflicts between the enabling legislation and other legislative requirements.</p> <p>Demonstrated ability to identify the risks associated with the exercise of regulatory powers and strategies to manage those risks.</p> <p>Mentor and guide less experienced staff.</p>	<p>Co-ordinate individuals and teams to establish and apply regulatory powers.</p> <p>Ensure individuals and teams comply with legislation, policies and procedures when exercising regulator powers.</p> <p>Provide advice to individuals and teams.</p> <p>Coordinate implementation of improvements to ensure compliance with legislation, policies and procedures.</p>	<p>Ensure that sufficient and appropriate systems, policies, processes and procedures are in place.</p> <p>Lead evaluation of the use of regulatory powers and implement policies and procedures as required.</p>
<b>WORKING WITH OTHER</b>	<p>Under supervision, identify other agency's that may also have a legislative responsibility.</p> <p>Understand the importance of co-operating with other agency's and jurisdictions.</p> <p>Under supervision, refer compliance matters to other agency's or jurisdictions as required.</p>	<p>Under minimum supervision, identify other agency's that may also have a legislative responsibility.</p> <p>Co-operating with other agency's and jurisdictions.</p> <p>Under minimum supervision, refer compliance matters to other agency's or jurisdictions as required.</p>	<p>Demonstrated ability to identify other agency's that may also have a legislative responsibility.</p> <p>Demonstrated ability to co-operate with other agency's and jurisdictions.</p> <p>Demonstrated ability to refer compliance matters to other agency's or jurisdictions as required.</p> <p>Mentor and guide less experienced staff.</p>	<p>Co-ordinate individuals and teams to implement policies and procedures to facilitate co-operation with other agency's e.g. MoUs.</p> <p>Provide advice to teams.</p>	<p>Ensure that sufficient policies, procedures and resources are in place.</p>

	FOUNDATIONAL	INTERMEDIATE	ADEPT	ADVANCED	HIGHLY ADVANCED
<b>MONITOR AREAS UNDER JURISDICTION</b>	<p>Understands risk assessment to prioritise areas to monitor.</p> <p>Under supervision, assist in conducting risk assessments to prioritise areas for monitoring.</p> <p>Under supervision conduct inspections and audits.</p> <p>Under supervision use specialist equipment.</p> <p>Understands and complies with WHS obligations.</p> <p>Understand the importance of co-operating with other agencies and jurisdictions.</p>	<p>Under minimum supervision, assist in conducting risk assessments to prioritise areas for monitoring.</p> <p>Under minimum supervision conduct inspections/audits.</p> <p>Under minimum supervision use specialist equipment.</p> <p>Under minimum supervision, co-operate with other agencies and jurisdictions.</p>	<p>Conduct risk assessments to prioritise areas for monitoring.</p> <p>Conduct inspections/audits.</p> <p>Use specialist equipment.</p> <p>Make recommendations for improvement to WHS practices.</p> <p>Co-operate with other agencies and jurisdictions.</p> <p>Mentor and guide less experienced staff.</p>	<p>Co-ordinate individuals and teams to:</p> <ul style="list-style-type: none"> <li>• conduct risk assessments</li> <li>• conduct inspections and audits</li> <li>• Use specialist equipment.</li> </ul> <p>Provide advice to teams.</p> <p>Co-ordinate implementation of improvements to WHS practices.</p> <p>Lead preparation and review of policies and procedures to facilitate co-operation with other agencies e.g. MoUs.</p>	<p>Ensure that sufficient policies, procedures and resources are in place.</p> <p>Review and approve policies and procedures to facilitate co-operation with other agencies e.g. MoUs.</p>
<b>RECEIVE OR IDENTIFY ALLEGATION OF NON-COMPLIANCE</b>	<p>Understand agency policies and procedure to receive, record, assess, and respond to non-compliances.</p>	<p>Under supervision, in accordance with agency policy and procedure:</p> <ul style="list-style-type: none"> <li>• record information relating to non-compliances</li> <li>• assess that information to confirm need for further action</li> <li>• determine appropriate response and respond accordingly.</li> </ul>	<p>Ability to, in accordance with agency policy and procedure:</p> <ul style="list-style-type: none"> <li>• record information relating to non-compliances</li> <li>• assess that information to confirm need for further action</li> <li>• determine appropriate response and respond accordingly.</li> </ul> <p>Mentor and guide less experienced staff.</p>	<p>Co-ordinate individuals and teams to receive, record, assess and respond to non-compliances.</p>	<p>Ensure that sufficient policies, procedures and resources are in place.</p>

	FOUNDATIONAL	INTERMEDIATE	ADEPT	ADVANCED	HIGHLY ADVANCED
<b>DETERMINE COMPLIANCE</b>	<p>Under supervision, identify and collect evidence and information in accordance with agency policy and procedures.</p> <p>Under supervision, use available evidence and information to determine compliance with legislation or statutory instrument for routine matters.</p> <p>Under supervision, record determination in accordance with agency policy and procedures.</p>	<p>Under minimum supervision, identify and collect evidence and information in accordance with agency policy and procedures.</p> <p>Under minimum supervision, use available evidence and information to determine compliance with legislation or statutory instrument for routine or complex matters.</p> <p>Record determination in accordance with agency policy and procedures.</p>	<p>Identify and collect evidence and information in accordance with agency policy and procedures.</p> <p>Use available evidence and information to determine compliance with legislation or statutory instrument for highly complex matters.</p> <p>Mentor and guide less experienced staff.</p>	<p>Co-ordinate individuals and teams who determine compliance.</p>	<p>Ensure that sufficient policies, procedures and resources are in place.</p>
<b>ACT ON NON-COMPLIANCE</b>	<p>Understand the different regulatory responses – both enforcement and remediation – that are available in accordance with legislation and agency policy and procedure.</p> <p>Understand the factors that need to be taken into consideration (e.g. mitigating and aggravating circumstances) when choosing a regulatory response in accordance with legislation and agency policy and procedure.</p> <p>Provide input/advice to senior officers when making recommendations for regulatory responses.</p> <p>Provide assistance to senior officers to implement appropriate regulatory response.</p> <p>Maintain effective records.</p>	<p>Under minimum supervision, recommend an appropriate regulatory response in accordance with legislation and agency policy and procedure.</p> <p>Under minimum supervision, consider relevant factors (e.g. mitigating and aggravating circumstances) when choosing a regulatory response in accordance with legislation and agency policy and procedure.</p> <p>Document the decision in accordance with legislation and agency policies and procedures.</p> <p>Under supervision, implement appropriate regulatory response.</p>	<p>Demonstrated ability to recommend an appropriate regulatory response in accordance with legislation and agency policy and procedure.</p> <p>Demonstrated ability to consider relevant factors (e.g. mitigating and aggravating circumstances) when determining a regulatory response in accordance with legislation and agency policy and procedure.</p> <p>Demonstrated ability to Document the decision in accordance with legislation and agency policies and procedures.</p> <p>Demonstrated ability to implement appropriate regulatory response.</p> <p>Mentor and guide less experienced staff.</p>	<p>Co-ordinate individuals and teams who act on non-compliance.</p> <p>Review and approve recommended regulatory response.</p> <p>Provide advice and guidance to individuals and teams.</p> <p>Co-ordinate staff to maintain effective records.</p>	<p>Ensure that sufficient policies, procedures and resources are in place.</p> <p>Lead publicity of recommended regulatory responses to raise the regulatory profile of the agency and act as a deterrent.</p>

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<b>PLAN FOR STAKEHOLDER ENGAGEMENT</b>	<p>Understanding of agency's and Government's policies, strategies and framework for engagement with stakeholders.</p> <p>Understand different forms and methods of stakeholder engagement.</p>	<p>Demonstrated knowledge of agency's and Government's policies, strategies and framework for engagement with stakeholders.</p> <p>Demonstrated ability to identify and document stakeholders.</p> <p>Demonstrated ability to identify and document stakeholder interests.</p>	<p>Application of agency's and Government's policies, strategies and framework when engaging with stakeholders.</p> <p>Identify engagement and communication objectives.</p> <p>Identify key engagement outcomes.</p> <p>Address varying stakeholder needs.</p> <p>Apply analytical skills to identify and interpret stakeholder interests and expectations.</p>	<p>Review and implementation of agency's and Government's policies, strategies and framework for engagement with stakeholders.</p> <p>Coordinate individuals and teams to plan for stakeholder engagement.</p> <p>Align engagement objectives to agency's and Government's policies, strategies and framework for engagement with stakeholders.</p>	<p>Evaluation of effectiveness and improvements to agency's and Government's policies, strategies and framework for engagement with stakeholders.</p>
<b>PREPARE A STAKEHOLDER ENGAGEMENT PLAN</b>	<p>Understanding of agency's and Government's policies, strategies and framework for engagement with stakeholders.</p>	<p>Under minimum supervision, contribute to the development of a stakeholder engagement plan in alignment with the agency's and Government's policies, strategies and framework.</p>	<p>Develop a stakeholder engagement plan in alignment with the agency's and the Government's policies, strategies and framework.</p>	<p>Approve an advise teams on stakeholder engagement plans in alignment with the agency's and Government's policies, strategies and framework.</p>	<p>Endorsement of stakeholder engagement plans in alignment with the agency's and Government's policies, strategies and framework.</p>
<b>IMPLEMENT A STAKEHOLDER ENGAGEMENT</b>	<p>Understanding of agency's and Government's policies, strategies and framework for engagement with stakeholders.</p>	<p>Under minimum supervision, contribute to the implementation of a stakeholder engagement plan in alignment with the agency's, the Government's policies, strategies and framework.</p>	<p>Implement a stakeholder engagement plan in alignment with the Government's policies, strategies and framework.</p>	<p>Lead the implementation of the Stakeholder Engagement Plan and support teams to undertake engagement and communications activities consistent with the plans.</p>	<p>Promote the Stakeholder Engagement Plan and support teams to undertake engagement and communications activities consistent with the plans.</p>

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<b>IMPLEMENT A STAKEHOLDER ENGAGEMENT (cont)</b>	<p>Under supervision, liaise with internal and external stakeholders on administrative and operational matters.</p> <p>Under supervision, apply standard procedures to meet stakeholder requirements, offer assistance to solve stakeholder problems and seek assistance as appropriate.</p> <p>Under supervision, cultivate effective stakeholder relationships within defined parameters.</p>	<p>Under minimum supervision liaise with internal and external stakeholders on policy, project or operational issues.</p> <p>Under minimum supervision respond to stakeholder needs and expectations.</p> <p>Develop and maintain internal and external relationships and support internal and external networks.</p> <p>Contribute to providing support to stakeholders through change.</p> <p>Demonstrated use of different communication approaches in different stakeholder contexts.</p>	<p>Engage and collaborate with key stakeholders to identify opportunities, achieve outcomes and facilitate cooperation.</p> <p>Promote the agency's business objectives through key strategic relationships with range of stakeholders.</p> <p>Develop and manage a range of stakeholder relationships.</p> <p>Establish and maintain internal and external networks.</p> <p>Represent and explain the views of the agency at cross-agency meetings and other forums.</p> <p>Present the agency's position in the context of more complex issues.</p> <p>Manage stakeholders through change, resolving conflict and managing sensitivities.</p> <p>Identify new stakeholders considering future needs/ direction and a changing environment.</p>	<p>Communicate the strategic direction and vision of the agency to stakeholders.</p> <p>Manage key strategic relationships with a broad range of stakeholders, promoting the agency's business objectives.</p> <p>Represent and negotiate on behalf of the agency to advance the agency's interests in cross-agency, inter-jurisdictional, international and other forums.</p> <p>Engage and manage stakeholders through change, resolving conflict and managing sensitivities.</p>	<p>Develop key strategic relationships with a broad range of stakeholders, promoting the agency's business objectives.</p> <p>Establish and maintain key strategic internal and external networks.</p> <p>Represent and negotiate on behalf of the agency to advance the agency's interests in cross-agency, inter-jurisdictional, international and other forums.</p> <p>Present and advocate the agency's position in the context of more complex issues.</p>
<b>REVIEW STAKEHOLDER ENGAGEMENT PLAN</b>	<p>Understanding of agency's and Government's policies, strategies and framework for engagement with stakeholders.</p>	<p>Under minimum supervision, contribute to identification of issues related the review of the stakeholder engagement plan.</p>	<p>Identification of key issues related the review of the stakeholder engagement plan.</p>	<p>Lead the review of the Stakeholder engagement plan.</p>	<p>Evaluate the stakeholder engagement plan in the context of agency's and government's strategic priorities.</p>

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<b>COMMUNICATE EFFECTIVELY</b>  Communicate clearly, actively listen to others and respond with respect	<p>Speak at the right pace and volume for varied audiences.</p> <p>Allow others time to speak.</p> <p>Display active listening.</p> <p>Explain things clearly.</p> <p>Be aware of own body language and facial expressions.</p> <p>Write in a way that is logical and easy to follow.</p>	<p>Focus on key points and speak in 'Plain English'.</p> <p>Clearly explain and present ideas and arguments.</p> <p>Listen to others when they are speaking and ask appropriate, respectful questions.</p> <p>Monitor own and others' non-verbal cues and adapt where necessary.</p> <p>Prepare written material that is well structured and easy to follow by the intended audience.</p> <p>Communicate routine technical information clearly.</p>	<p>Tailor communication to the audience.</p> <p>Clearly explain complex concepts and arguments to individuals and groups.</p> <p>Monitor own and others' non-verbal cues and adapt where necessary.</p> <p>Create opportunities for others to be heard.</p> <p>Actively listen to others and clarify own understanding.</p> <p>Write fluently in a range of styles and formats.</p> <p>Ability to develop effective communication materials for a wide variety of audiences using multiple types of media.</p>	<p>Present with credibility, engage varied audiences and test levels of understanding.</p> <p>Translate technical and complex information concisely for diverse audiences.</p> <p>Create opportunities for others to contribute to discussion and debate.</p> <p>Actively listen and encourage others to contribute inputs.</p> <p>Adjust style and approach to optimise outcomes</p> <p>Write fluently and persuasively in a range of styles and format.</p> <p>Ability to deliver effective communication materials for a wide variety of audiences using multiple types of media.</p>	<p>Articulate complex concepts and put forward compelling arguments and rationales to all levels and types of audiences.</p> <p>Speak in a highly articulate and influential manner.</p> <p>State the facts and explain their implications for the organisation and key stakeholders.</p> <p>Promote the organisation's position with authority and credibility cross-government, cross-jurisdictionally and outside of government.</p> <p>Actively listen, and identify ways to ensure all have an opportunity to contribute.</p> <p>Anticipate and address key areas of interest for the audience and adapt style under pressure.</p>
<b>NEGOTIATION AND CONFLICT MANAGEMENT</b>	<p>Under supervision, utilise facts to support claims.</p> <p>Under supervision, help to find solutions that contribute to positive outcomes.</p> <p>Respond to conflict without worsening the situation and refer to a supervisor where appropriate.</p> <p>Know when to withdraw from a conflict situation.</p>	<p>Utilise facts, knowledge and experience to support recommendations.</p> <p>Work towards positive and mutually satisfactory outcomes.</p> <p>Under minimum supervision, identify and resolve issues in discussion with stakeholders.</p> <p>Respond constructively to conflict and disagreements.</p> <p>Keep discussion focused on the key issues.</p>	<p>Negotiate from an informed and credible position.</p> <p>Lead and facilitate productive discussions with staff and stakeholders.</p> <p>Encourage others to talk, share and debate ideas to achieve a consensus.</p> <p>Recognise and explain the need for compromise.</p>	<p>Coordinate individuals and teams utilising negotiation and conflict management.</p> <p>Influence others with a fair and considered approach and present persuasive counter-arguments.</p> <p>Work towards mutually beneficial win/win outcomes.</p> <p>Show sensitivity and understanding in resolving acute and complex conflicts.</p>	<p>Engage in a range of approaches to generate solutions, seeking expert inputs and advice to inform negotiating strategy.</p> <p>Use sound arguments, strong evidence, and expert opinion to influence outcomes.</p> <p>Determine and communicate the organisation's position and bargaining strategy.</p>

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NEGOTIATION AND CONFLICT MANAGEMENT (cont)			<p>Influence others with a fair and considered approach and sound arguments.</p> <p>Show sensitivity and understanding in resolving conflicts and differences.</p> <p>Manage challenging relations with internal and external stakeholders.</p> <p>Pre-empt and minimise conflict.</p>	<p>Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromise.</p> <p>Pre-empt and minimise conflict within the organisation and with external stakeholders.</p>	<p>Represent the organisation in critical negotiations, including those that are cross-jurisdictional, achieving effective solutions in challenging relationships, ambiguous and conflicting positions.</p> <p>Pre-empt and avoid conflict across organisations and with senior internal and external stakeholders</p> <p>Identify contentious issues, direct discussion and debate, and steer parties towards an effective resolution.</p>



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<b>PLAN AND ACTIVATE EVIDENCE COLLECTION</b>	<p>Understand evidence gathering principles in line with agency policies, procedures and enabling legislation.</p> <p>Under supervision, plan and activate evidence collection for routine matters.</p>	<p>Under minimum supervision, prepare documentation in accordance with agency policies for gathering and managing evidence.</p> <p>Under direction gather and manage evidence in accordance with agency policies, procedures and enabling legislation.</p> <p>Under minimum supervision, plan and activate evidence collection for routine as well as more complex matters.</p>	<p>Demonstrated ability to prepare documentation in accordance with agency policies for gathering and managing evidence.</p> <p>Demonstrated ability to gather and manage evidence in accordance with agency policies, procedures and enabling legislation.</p> <p>Plan and activate evidence collection for highly technical matters.</p> <p>Make recommendations for improvements to evidence collection.</p> <p>Mentor and guide less experienced staff.</p>	<p>Co-ordinate individuals and teams to gather and manage evidence in accordance with agency policies, procedures and enabling legislation.</p> <p>Provide advice to individuals and teams.</p> <p>Oversee evidence collection and coordinate implementation of improvements.</p>	<p>Ensure that sufficient and appropriate systems, policies. Procedures and resources are in place. Ensure that sufficient and appropriate systems, policies. Procedures and resources are in place.</p>
<b>TAKE NOTES AND KEEP RECORDS</b>	<p>Ability to take contemporaneous notes to a standard suitable for judicial processes.</p> <p>Maintain effective records in accordance with legislation, agency policies and procedures.</p> <p>Assist senior staff to keep records.</p>	<p>Demonstrated ability to take contemporaneous notes to a standard suitable for judicial processes.</p>	<p>Maintain and manage effective records in accordance with agency policies and procedures for routine as well as more complex and technical matters.</p> <p>Mentor and guide less experienced staff.</p> <p>Make recommendations for improvements to note taking and record keeping.</p>	<p>Co-ordinate individuals and teams to take notes and keep records.</p> <p>Provide advice to individuals and teams on note taking and record keeping.</p> <p>Oversee note taking and record keeping and identify improvements.</p> <p>Coordinate implementation of improvements to note taking and record keeping.</p>	<p>Ensure that sufficient and appropriate systems, policies. Procedures and resources are in place.</p>



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<b>GATHER AND MANAGE EVIDENCE</b>	<p>Understands the types of evidence that may need to be gathered and managed and how to obtain them.</p> <p>Understands evidence handling and management procedures including chain of custody and under supervision adhere to such procedures.</p> <p>Under supervision, gather and manage evidence for routine matters.</p>	<p>Under minimal supervision, demonstrated ability to gather and manage evidence for routine and more complex matters.</p> <p>Adheres to evidence handling and storage procedures including chain of custody for routine and more complex matters.</p> <p>Seek to improve knowledge of new and emerging technologies and judicial decisions for gathering and managing evidence.</p>	<p>Demonstrated ability to gather and manage evidence for routine and more complex matters.</p> <p>Adheres to evidence handling and storage procedures including chain of custody for highly complex matters.</p> <p>Mentor less experienced staff to gather and manage evidence.</p> <p>Make recommendations for improvements to the gathering and management of evidence.</p>	<p>Co-ordinate individuals and teams to gather digital evidence.</p> <p>Co-ordinate resources to gather and manage documentary evidence.</p> <p>Provide advice to individuals and teams.</p> <p>Oversee management of evidence for teams including chain of custody.</p> <p>Coordinate implementation of improvements to gathering and management of evidence.</p>	<p>Lead teams to be innovative when trialling and adopting new tools to gather and manage evidence.</p> <p>Review and audit evidence handling procedures.</p>
<b>EXERCISE REGULATORY POWERS TO GATHER EVIDENCE</b>	<p>Understand the powers officers have under relevant legislation to gather and manage evidence.</p> <p>Under supervision, exercise powers of to gather and manage evidence.</p>	<p>Under minimum supervision, demonstrated ability to exercise the powers of officers under relevant pieces of legislation to gather and manage evidence.</p>	<p>Demonstrated ability to exercise the powers officers have under relevant pieces of legislation to gather and manage evidence.</p> <p>Manage sensitive or contentious issues when exercising powers.</p> <p>Mentor and guide less experienced staff.</p>	<p>Provide advice to individuals and teams.</p>	

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<b>PREPARE FOR PROCEEDINGS</b>	<p>Identify agency's relevant contact for involvement in proceedings.</p> <p>Confirm arrangements for involvement in proceedings.</p> <p>Under supervision, prepare documents and exhibits for proceedings in accordance with legislation and agency policies and procedures.</p>	<p>Under minimum supervision prepare documents and exhibits for proceedings in accordance with legislation and agency policies and procedures.</p> <p>Under minimum supervision, provide support to any witnesses in proceedings, as required.</p>	<p>Demonstrated ability to prepare documents and exhibits for proceedings in accordance with legislation and agency policies and procedures.</p> <p>Demonstrated ability to compile a brief of evidence.</p> <p>Provide support to any witnesses in proceedings.</p> <p>Mentor and guide less experienced staff.</p>	<p>Co-ordinate individuals and teams to prepare for proceedings in accordance with legislation and agency policies and procedures.</p> <p>Review briefs of evidence.</p>	<p>Ensure that sufficient and appropriate systems, policies, procedures and resources are in place.</p>
<b>PRESENT EVIDENCE</b>	<p>Ability to present evidence in a clear, concise and accurate manner.</p> <p>Understand and adhere to basic protocols of behaviour in proceedings.</p> <p>Understand and adhere to the rules of evidence.</p> <p>Understand the importance of giving evidence in a professional manner.</p>	<p>Receive feedback from counsel or your agency in relation to rules of evidence and presenting evidence.</p> <p>Present yourself and your evidence in a manner that enhances the public standing of your agency.</p>	<p>Demonstrated ability to adhere to basic protocols of behaviour in proceedings.</p> <p>Demonstrated ability to adhere to the rules of evidence.</p> <p>Mentor and guide less experienced staff.</p> <p>Provide expert evidence in accordance with relevant experience and qualifications.</p>	<p>Co-ordinate individuals and teams to present evidence.</p> <p>Receive and provide feedback to counsel in relation to rules of evidence and presenting evidence.</p> <p>Provide advice to team.</p> <p>Lead and coordinate implementation of improvements to presenting evidence.</p>	<p>Ensure that sufficient and appropriate systems, policies, procedures and resources are in place.</p>
<b>FOLLOW UP ON OUTCOMES OF PROCEEDINGS</b>	<p>Assist in documenting the outcomes of proceedings.</p> <p>Under supervision, implement any required actions as a result of the outcomes of proceedings.</p> <p>Maintain effective records in accordance with legislation and agency policies and procedures.</p>	<p>Under minimum supervision, document the outcomes of proceedings.</p> <p>Under minimum supervision, implement any required actions as a result of the outcomes of proceedings.</p>	<p>Demonstrated ability to document the outcomes of proceedings.</p> <p>Demonstrated ability to implement any required actions as a result of the outcomes of proceedings.</p>	<p>Co-ordinate individuals and teams who follow up on proceedings.</p> <p>Review and approve documents relating the outcomes of proceedings.</p> <p>Ensure any required actions have been implemented as a result of proceedings.</p>	<p>Lead evaluation of outcomes of proceedings and amend or implement policies and procedures.</p> <p>Lead the publicity of results (internal and external) to raise the regulatory profile of the Agency.</p>

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<b>INITIATE PRELIMINARY INVESTIGATION TO CONFIRM NON-COMPLIANCE</b>	<p>Understand the factors to take into consideration including :</p> <ul style="list-style-type: none"> <li>the importance or urgency of the matter</li> <li>the accuracy of the information</li> <li>whether the matter is within jurisdiction and</li> <li>Agency priorities and policy considerations.</li> </ul> <p>Under supervision recommend matters to investigate.</p>	<p>Under minimum supervision assess information and make recommendations based on:</p> <ul style="list-style-type: none"> <li>the importance or urgency of the matter</li> <li>the accuracy of the information</li> <li>whether the matter is within jurisdiction, and</li> <li>Agency priorities and policy considerations.</li> </ul> <p>Under minimum supervision document the decision in accordance with legislation and agency policies and procedures.</p>	<p>Demonstrated ability to assess information and make recommendations based on:</p> <ul style="list-style-type: none"> <li>the importance or urgency of the matter</li> <li>the accuracy of the information</li> <li>whether the matter is within jurisdiction, and</li> <li>Agency priorities and policy considerations.</li> </ul> <p>Document decisions in accordance with legislation and agency policies and procedures.</p> <p>Liaise with relevant legal services teams within agency.</p>	<p>Co-ordinate individuals and teams who assess information and make recommendations on investigations.</p> <p>Review and approve recommendations.</p> <p>Determine lead investigator and allocate resources to investigation.</p> <p>Strategically plan and coordinate investigations.</p>	<p>Provide strategic direction on investigations.</p> <p>Ensure that sufficient and appropriate systems, policies, procedures and resources are in place.</p>
<b>PLAN AND MANAGE AN INVESTIGATION</b>	<p>Understand the importance of investigative planning and the concept of an evidence matrix.</p> <p>Understand relevant legislation and agency policies and procedures relating to investigations.</p> <p>Under supervision prepare and use investigation plans in accordance with agency policies and procedures for routine matters.</p>	<p>Under minimum supervision, apply relevant legislation and agency policies and procedures relating to investigations.</p> <p>Under minimum supervision prepare and use investigation plans in accordance with agency policies and procedures for routine and more complex matters.</p>	<p>Demonstrated ability to apply relevant legislation and agency policies and procedures relating to investigations.</p> <p>Prepare and use investigation plans in accordance with agency policies and procedures for highly complex matters including joint agency investigations.</p> <p>Lead investigation teams to prepare and use investigation plans.</p>	<p>Co-ordinate individuals and teams who effectively prepare and use investigation plans including joint agency investigations.</p> <p>Ensure the implementation of investigation plans in accordance with legislation and agency policies and procedures.</p> <p>Lead preparation and review of policies and procedures to facilitate co-operation with other agencies e.g. MoUs.</p>	<p>Review and approve joint agency investigation plans.</p> <p>Review and approve policies and procedures to facilitate co-operation with other agencies e.g. MoUs.</p>

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<b>CONDUCT AN INVESTIGATION</b>	<p>Under supervision, assist in investigations into routine matters.</p> <p>Under supervision, gather and manage evidence in accordance with legislation and agency policies and procedures.</p>	<p>Under minimal supervision, conduct investigations into routine and more complex matters.</p> <p>Under minimal supervision, assist in investigations into highly complex matters.</p> <p>Under minimal supervision, gather and manage evidence in accordance with legislation and agency policies and procedures.</p>	<p>Demonstrated ability to lead investigation teams.</p> <p>Conduct investigations into highly complex matters.</p> <p>Demonstrated ability to gather and manage evidence in accordance with legislation and agency policies and procedures.</p> <p>Mentor and guide less experienced staff to conduct investigations.</p> <p>Make recommendations to improve resourcing and equipment for investigations.</p>	<p>Co-ordinate individuals and teams who conduct investigations, including joint agency investigations.</p> <p>Ensure legislation and agency policies and procedures are being used to gather and manage evidence.</p> <p>Manage and allocate resources and equipment to conduct investigations.</p> <p>Coordinate action to improve resourcing and equipment for investigations.</p>	<p>Ensure that sufficient and appropriate systems, policies, procedures and resources are in place.</p> <p>Facilitate communications (internal and external) in highly complex matters.</p>
<b>FINALISE AN INVESTIGATION</b>	<p>Understand the process of finalising and investigation.</p> <p>Assist in the decision making process for finalising investigations.</p>	<p>Under supervision, recommend an appropriate regulatory response to finalise investigations.</p> <p>Document the decision in accordance with legislation and agency policies and procedures.</p> <p>Under minimum supervision, finalise investigations in accordance with legislation and agency policies and procedures.</p>	<p>Demonstrated ability to recommend an appropriate regulatory response to finalise investigations.</p> <p>Demonstrated ability to document the decision in accordance with legislation and agency policies and procedures.</p>	<p>Co-ordinate individuals and teams to finalise investigations.</p> <p>Review and approve recommended regulatory response to finalise investigations.</p> <p>Ensure the decision is documented in accordance with legislation and agency policies and procedures.</p> <p>Provide advice and guidance to individuals and teams.</p> <p>Lead evaluation of investigations (debriefs) to identify areas of improvement for routine and complex matters.</p> <p>Coordinate implementation of improvements to investigation plans and procedures.</p>	<p>Lead evaluation of investigations (debriefs) to identify areas of improvement for highly complex matters.</p> <p>Lead evaluation of resources for conducting investigation and implement action to rectify resourcing shortages.</p> <p>Lead publicity of recommended regulatory responses to raise the regulatory profile of the agency and act as a deterrent.</p>

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<b>DETERMINE COMPLIANCE STRATEGIES</b>	<p>Understand, in accordance with agency policies and procedures:</p> <ul style="list-style-type: none"> <li>• How to access relevant legislation</li> <li>• Requirements of agency and stakeholders under the legislation</li> <li>• How to apply relevant legislation of allocated work.</li> </ul> <p>Understand the relationships between their agency and other agencies and jurisdictions.</p>	<p>Under minimum supervision, in accordance with agency policies and procedures, access relevant legislation.</p> <p>Under minimum supervision, in accordance with agencies policies and procedures, consistently interpret and apply legislation.</p> <p>Under minimum supervision, co-operate with other agencies and jurisdictions.</p> <p>Understand role of agency in relation to other regulators</p> <p>High level knowledge of legislation as it applies to own work.</p> <p>With limited supervision understand compliance requirements of allocated work.</p> <p>Higher level knowledge of appropriate agency's practices and procedures.</p>	<p>Demonstrated ability to access relevant legislation In accordance with agency's policies and procedures.</p> <p>In accordance with agency's policies and procedures, demonstrated ability to consistently interpret and apply legislation.</p> <p>Demonstrated ability to co-operate with other agencies and jurisdictions.</p>	<p>Guide and advise teams to implement compliance strategies.</p>	<p>Lead the planning and design of compliance strategies.</p>
<b>MODEL AND ENCOURAGE COMPLIANCE WITH LEGISLATIVE REQUIREMENTS</b>	<p>Under supervision apply agency's practices and procedures to meet compliance requirements.</p> <p>Under supervision be able to identify areas of uncertainty in work space and be able to take appropriate action.</p> <p>Capacity to review own work and be able to seek feedback from others.</p>	<p>Under limited supervision apply agency's practices and procedures to meet compliance requirements.</p> <p>Under limited supervision be able to identify areas of uncertainty in work space and be able to take appropriate action.</p> <p>High level capacity to review own work and be able to seek feedback from others.</p>	<p>Demonstrated ability to apply agency's practices and procedures to meet compliance requirements.</p> <p>Demonstrated ability to identify areas of uncertainty in work space and be able to take appropriate action.</p> <p>Superior capacity to review own work.</p>	<p>Supervise, guide and advise teams that model and encourage compliance with legislative requirements.</p>	<p>Design and plan strategies that model and encourage compliance with legislative requirements.</p>

	FOUNDATIONAL	INTERMEDIATE	ADEPT	ADVANCED	HIGHLY ADVANCED
<b>MODEL AND ENCOURAGE COMPLIANCE WITH LEGISLATIVE REQUIREMENTS (cont)</b>	<p>With assistance be able to evaluate own gaps in knowledge and seek assistance.</p> <p>Under supervision be able to identify implications of non-compliance and seek assistance to guide work practices.</p> <p>Basic capacity to be able to identify gaps in organisations SOPs which could lead to non-compliance with agency's procedures.</p> <p>Basic understanding of how to communicate as a regulator.</p> <p>Under supervision provide quality advice on process and procedures.</p>	<p>High level ability to evaluate own gaps in knowledge and seek assistance.</p> <p>Able to identify implications of non-compliance to guide work practices.</p> <p>Capacity to identify gaps in organisations SOPs which could lead to non-compliance with agency's procedures.</p> <p>Understand how to communicate as a regulator.</p> <p>Under limited supervision provide quality advice on process and procedures.</p>	<p>Superior ability to evaluate own gaps in knowledge and apply solutions.</p> <p>Able to identify implications of non-compliance to guide work practices.</p> <p>Superior capacity to identify gaps in organisations, SOPs which could lead to non-compliance with agency's procedures.</p> <p>Superior understanding of how to communicate as a regulator.</p> <p>Demonstrated ability to provide quality advice on process and procedures.</p>		

	FOUNDATIONAL	INTERMEDIATE	ADEPT	ADVANCED	HIGHLY ADVANCED
<b>REGULATORY CONTEXT</b>	<p>Basic understanding of:</p> <ul style="list-style-type: none"> <li>the role of regulation in the implementation of the agency's framework and policy</li> <li>how regulation achieves its goals</li> <li>the regulator's authority and available tools.</li> </ul> <p>Under supervision:</p> <ul style="list-style-type: none"> <li>undertake compliance monitoring to facilitate compliance and enforcement responses.</li> </ul>	<p>A working knowledge and application of:</p> <ul style="list-style-type: none"> <li>how regulation achieves its goals and</li> <li>application of the regulator's authority and</li> <li>available tools and how they can be used within regulation</li> <li>the intended and unintended impacts of regulation.</li> </ul> <p>Under minimum supervision:</p> <ul style="list-style-type: none"> <li>Communicate the agency's regulatory priorities and compliance expectations</li> <li>undertake compliance monitoring to facilitate compliance and enforcement responses</li> <li>Implement risk based regulation through compliance planning and monitoring, triage of notified incidents, complaints or requests for action.</li> </ul>	<p>Proficiency and application of:</p> <ul style="list-style-type: none"> <li>the agency's regulatory framework including the intended and unintended impacts of regulation</li> <li>the impact that different regulatory approaches and tools can have on future relationships of the regulator with the regulated entity</li> <li>the need for cooperative relationships that is required with other regulators to understand and manage risk.</li> </ul> <p>Under no supervision/under broad direction:</p> <ul style="list-style-type: none"> <li>Identify opportunities for to improve communication of the agency's regulatory priorities and compliance expectations</li> <li>Undertake compliance monitoring to facilitate compliance and enforcement responses, such as suspending or revoking licences</li> <li>Applying the appropriate regulatory regime, intervention or approach to influence how the characteristics of the harm, duty holder and acceptable residual risk are addressed</li> <li>Implement risk based regulation through compliance planning and monitoring, triage of notified incidents, complaints or requests for action, and allocation of resources for an appropriate response.</li> </ul>	<p>Lead policy and program development and review and monitoring of:</p> <ul style="list-style-type: none"> <li>mechanisms (such as Regulatory Impact Statements and Risk Assessment Tools) to identify and quantify both the intended and unintended impacts of regulation, including regulatory burden and costs to government, the regulated community and the broader community. the agency's communication tools to inform stakeholders of the agency's regulatory priorities and compliance expectations</li> <li>regulatory approaches to ensure regulation is appropriate and not driving perverse outcomes and behaviours that result in failure of the underlying policy objectives</li> <li>drivers and motivations of compliant and non-compliant behaviour</li> <li>different regulatory approaches and tools to achieve desired behavioural change in individuals, organisations and markets.</li> </ul>	<p>Evaluate program and policy effectiveness, including:</p> <ul style="list-style-type: none"> <li>different regulatory approaches and tools to achieve desired behavioural change in individuals, organisations and markets</li> <li>the potential impacts and roles of interest groups, individuals, organisations, and governments in influencing the design and impact of regulation</li> <li>the impact that different regulatory approaches and tools can have on future relationships of the regulator such as: <ul style="list-style-type: none"> <li>the ongoing relationship between the regulator and regulated entity,</li> <li>opportunities for the regulator to communicate its regulatory priorities and compliance expectations,</li> <li>the compliance monitoring burden of the regulator.</li> </ul> </li> </ul>

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<b>PLAN AND DESIGN REGULATORY APPROACH</b>	<p>Basic understanding of:</p> <ul style="list-style-type: none"> <li>the regulatory issue</li> <li>the options for an appropriate response.</li> </ul>	<p>A working knowledge of:</p> <ul style="list-style-type: none"> <li>Identifying and assessing all regulatory and non-regulatory alternative solutions to issues</li> <li>requirements to follow the Better Practice guidance on stakeholder consultation</li> <li>the complementary role that stakeholders have in achieving regulatory objectives.</li> </ul> <p>Under minimum supervision:</p> <ul style="list-style-type: none"> <li>Identify and respond to the needs of all stakeholders (including other government entities) who are potentially affected by the regulation</li> <li>manage stakeholder expectations appropriately. Determine and document the intended nature of the regulator's relationship with stakeholders (e.g. information provision, consultation, collaboration) for each stage of the regulatory process, including for non-routine events</li> <li>Encourage and take into account stakeholder contributions and demonstrate how stakeholder input has been taken into account in regulatory design.</li> </ul>	<p>Proficiency and application of:</p> <ul style="list-style-type: none"> <li>Identifying the purpose and establishing the case and justification for regulatory intervention, taking into account: <ul style="list-style-type: none"> <li>industry and market characteristics and the community setting within which the regulation will operate</li> <li>the unique needs of any particular segment such as small business</li> <li>the risks to achievement of outcomes</li> <li>interfaces with other government and industry programs</li> <li>stakeholder views</li> <li>how each regulatory instrument may be utilised (alone or in combination) to deliver the intended outcomes</li> <li>the quantifiable impact (including cost benefit ) of alternative approaches on all parties</li> <li>funding, charging and cost recovery policies, and</li> <li>the measurement of regulatory burden.</li> </ul> </li> <li>Managing the balance between the role of the regulator as a customer service provider and the enforcement regulatory role (i.e. building relationships while avoiding regulatory capture).</li> </ul>	<p>Lead policy and program development and advise teams on:</p> <ul style="list-style-type: none"> <li>a preferred regulatory approach, including the appropriate legislative and non-legislative structures to achieving the policy objectives, outcomes and benefits.</li> </ul> <p>Lead implementation of:</p> <ul style="list-style-type: none"> <li>internal and external decision review processes which are as simple as possible for all parties and take a risk based approach</li> <li>regulatory governance arrangements, where: <ul style="list-style-type: none"> <li>the recommended regulatory entity has appropriate and sufficient authority to act and the legislative permissions and prescriptions are achievable</li> <li>accountability mechanisms support the appropriate levels of impartiality, trust, integrity, consistency, expert input, and independent decision review</li> <li>good and transparent decision making is supported</li> <li>the objectives of the regime are clearly outlined in the supporting legislation and instruments</li> <li>roles and responsibilities are clearly defined.</li> </ul> </li> </ul>	<p>Evaluate program and policy effectiveness, including:</p> <ul style="list-style-type: none"> <li>whether the desired regulatory response complies with agency, government and parliamentary requirements.</li> </ul> <p>Strategic overview of regulatory approach, including:</p> <ul style="list-style-type: none"> <li>Prioritise and resolve conflicting steps in the planning stages</li> <li>identify how the regulatory function will be funded</li> <li>ensure the regulatory response is practically implementable, taking into account the jurisdictions legislation, geographic context, stakeholder expectations</li> <li>how compliance will be defined, monitored and enforced</li> <li>Design the regulation to impose the minimum burden necessary to achieve the underlying policy objectives.</li> </ul>



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IMPLEMENTATION OF REGULATORY APPROACH	<p>Basic understanding of the agency's:</p> <ul style="list-style-type: none"> <li>operational policy</li> <li>processes</li> <li>workflows</li> <li>forms and</li> <li>other tools required to allow effective implementation of the regulatory framework.</li> </ul>	<p>A working knowledge of the agency's:</p> <ul style="list-style-type: none"> <li>operational policy</li> <li>processes</li> <li>workflows</li> <li>forms and</li> <li>other tools required to allow effective implementation of the regulatory framework.</li> </ul>	<p>Proficiency and application of the agency's:</p> <ul style="list-style-type: none"> <li>operational policy</li> <li>processes</li> <li>workflows</li> <li>forms and</li> <li>other tools required to allow effective implementation of the regulatory framework.</li> </ul> <p>Under no supervision/under broad direction:</p> <ul style="list-style-type: none"> <li>Develop processes which distinguish between the level of effort /resources required to deal with simple routine matters from that required to deal with more complex matters, to manage risk and deliver timely outcomes</li> <li>Ensure appropriate stakeholder input has been taken into account in operational design.</li> </ul> <p>Design and implementation of:</p> <ul style="list-style-type: none"> <li>conditions that will be included in registrations, licences or approvals that are robust, understandable and enforceable. licensing, approval or other types of scheme access control mechanisms based on clear, accessible, understandable and enforceable criteria</li> <li>systems which provide for consistency in action/ decision making on like matters and build on precedents.</li> </ul>	<p>Review and monitoring of:</p> <ul style="list-style-type: none"> <li>operational policy, processes, workflows, forms and other tools required to allow effective implementation of the agency's regulatory framework</li> <li>conditions that are included in registrations, licences or approvals</li> <li>licensing, approval or other types of scheme access control mechanisms</li> <li>systems which provide for consistency in action/ decision making on like matters and build on precedents.</li> </ul>	<p>Provide resourcing for implementation of the regulatory approach.</p> <p>Identify and quantify the regulatory costs and burden on regulated entities and facilitate policies that minimise the impact of regulatory decisions on a regulated entities ability to operate.</p>

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<b>MONITOR AND REVIEW REGULATION</b>	<p>Basic understanding of:</p> <ul style="list-style-type: none"> <li>The agency's framework for monitoring and assessing regulatory performance.</li> </ul>	<p>A working knowledge of:</p> <ul style="list-style-type: none"> <li>the agency's framework for monitoring and assessing regulatory performance.</li> </ul>	<p>Proficiency, application and assessment of:</p> <ul style="list-style-type: none"> <li>the agency's performance framework utilising program evaluation, independent audits and quality assurance processes as appropriate.</li> </ul> <p>Provide advice to senior management on regulatory reform including:</p> <ul style="list-style-type: none"> <li>whether a particular regulatory program is achieving its objectives and whether its objectives are still a stated priority</li> <li>potential amendments to the regulation and its operation to improve its effectiveness and/or its efficiency.</li> </ul> <p>Under no supervision/under broad direction:</p> <ul style="list-style-type: none"> <li>Identify opportunities to reduce the regulatory burden for both governments and business, and, if necessary, recommending the removal of regulation that is no longer relevant</li> <li>Monitor and report on regulatory performance on a regular basis using relevant quantitative and qualitative assessments</li> <li>Meet mandatory agency performance reporting requirements.</li> </ul>	<p>Review and monitoring of:</p> <ul style="list-style-type: none"> <li>ongoing regulatory performance including mapping and monitoring the delivery of community benefits, including input from stakeholders and delivery agents</li> <li>broader impacts, including those on the business performance of the regulated community to provide confidence that the regulatory framework is administered fairly and efficiently and that it effectively and flexibly manages risk.</li> </ul> <p>Identify opportunities to work cooperatively with other regulatory agency's to reduce the burden to both government and regulated entities.</p> <p>Identify lessons that have been learned in the delivery of a regulatory program.</p> <p>Identify potential application of contemporary and emerging regulatory practices used in other Australian jurisdictions and overseas.</p>	<p>Lead evaluation of:</p> <ul style="list-style-type: none"> <li>improvements to agency's performance framework</li> <li>outcomes of communication, education and engagement activities and uses this information to tailor future strategies</li> <li>ongoing regulatory programs (including legislation and its delivery) to improve performance in response to the outcomes of monitoring, and decision reviews and in response to the changing regulatory environment, including industry practices and their response to regulatory processes</li> <li>lessons learned in the delivery of regulatory framework to inform improvements.</li> </ul>

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<b>PROFESSIONAL DEVELOPMENT AND CONTRIBUTION TO THE PROFESSIONAL BODY OF KNOWLEDGE</b>	Basic understanding of and participation in: <ul style="list-style-type: none"> <li>the agency's professional development framework</li> <li>on-the-job training and attain appropriate qualifications.</li> </ul>	A working knowledge of and participation in: <ul style="list-style-type: none"> <li>on-the-job training, providing advice and feedback, coaching and mentoring and attaining appropriate qualifications</li> <li>Support and contribute to the agency's organisational culture that encourages knowledge sharing, continuous learning and adaptation to the changing regulatory environment.</li> </ul>	Under no supervision/under broad direction: <ul style="list-style-type: none"> <li>Undertake and supervise on-the-job training, providing advice and feedback, coaching and mentoring other regulatory professionals including those in other agencies, and attaining appropriate qualifications</li> <li>Implement procedures to supporting the development of less experienced regulatory professionals</li> <li>Develop personal leadership and regulatory knowledge, skills and experience, including establishing and maintaining networks with regulatory professionals working in other areas of government.</li> </ul>	Review and monitoring of: <ul style="list-style-type: none"> <li>the knowledge supporting the profession and recommend new methods to improve the quality of regulatory outcomes</li> <li>procedures to recognise the importance of more senior and experienced regulatory professionals supporting the development of less experienced regulatory professionals.</li> </ul>	Evaluate and develop: <ul style="list-style-type: none"> <li>strategic policies and programs to encourage investment in the development of regulatory professionals to improve organisational regulatory capability</li> <li>policies and programs which support the agency as a competent, credible and capable regulatory body.</li> </ul>

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<b>PROBLEM</b>	Under supervision: <ul style="list-style-type: none"> <li>identify a regulatory issue.</li> </ul>	Identify a regulatory issue.	Identify a complex/technical regulatory issue.	Identify an emerging regulatory issue.	Coordinate response to complex and emerging regulatory issues.
<b>REGULATORY TOOLS AND CO-REGULATION</b>	Under supervision: <ul style="list-style-type: none"> <li>identify potential regulatory responses, including regulatory tools, referral to co-regulators etc.</li> </ul>	Identify potential regulatory responses, including regulatory tools, referral to co-regulators etc.	Identify potential regulatory responses to complex/technical regulatory issues, including regulatory tools, referral to co-regulators etc.	Co-ordinate resources to support multi faceted response, whether internal or external to agency.	Negotiate and endorse Multi-regulator response.
<b>EVIDENCE BASED DECISION MAKING</b>	Under supervision: <ul style="list-style-type: none"> <li>compile evidence to inform decision of regulatory response, utilising agency's decision making tools.</li> </ul>	Compile evidence to inform decision of regulatory response, utilising agencies decision making tools.	Compile evidence to inform decision of regulatory response to complex/technical regulatory issues, utilising agencies decision making tools.	Check/quality assure decision.	Endorse decision (where required).
<b>REGULATORY RESPONSE</b>	Under supervision: <ul style="list-style-type: none"> <li>draft regulatory response in accordance with agency's policies and procedures.</li> </ul>	Prepare and initiate issuing regulatory response in accordance with agencies policies and procedures.	Prepare and issue regulatory response to complex/technical regulatory issues in accordance with agencies policies and procedures.  Mentoring of less experienced staff in the application of regulatory responses.  Input to the development of improvements in agency regulatory response.	Co-ordinate resources to support multi faceted response, whether internal or external to agency.  Identify and develop potential improvements in agency regulatory responses.	Support the embedding of improvements in agency regulatory response.

	FOUNDATIONAL	INTERMEDIATE	ADEPT	ADVANCED	HIGHLY ADVANCED
<b>PLAN AND ORGANISE INSPECTIONS</b>	<p>Understand:</p> <ul style="list-style-type: none"> <li>the importance of inspections</li> <li>the different inspection types and their purposes</li> <li>complete inspection checklist</li> <li>WH&amp;S relevant to inspections</li> <li>what actions need to be undertaken before, during and after inspections.</li> </ul> <p>Understand where to locate agency guidance material and templates.</p> <p>Under supervision, prepare and use inspection checklists.</p>	<p>Under minimum supervision, prepare and plan for a range of inspection types.</p> <p>Under minimum supervision, prepare and use inspection checklists.</p>	<p>Demonstrated ability to prepare and plan for highly complex and technical inspections and inform revisions of the inspection process.</p> <p>Mentor and guide less experienced staff to effectively plan and organise inspections.</p> <p>Identify and recommend, where appropriate:</p> <ul style="list-style-type: none"> <li>solutions to identified issues, including complex, technical ones</li> <li>inadequacies</li> <li>recommendations about better planning and organising of inspections.</li> </ul> <p>Participate in the preparation and review of WH&amp;S documents (eg JSAs).</p>	<p>Co-ordinate individuals and teams to prepare for undertaking inspection programs.</p> <p>Determine the appropriate inspection type for specific programs.</p> <p>Provide guidance and training to teams on inspection planning and preparation.</p> <p>Manages resources for planning and organising inspections.</p> <p>Oversight of inspection paperwork including JSA's etc.</p> <p>Development and implementation of improvements to safety and inspection procedures.</p> <p>Identify inadequacies and directs action to rectify and implement change (e.g. JSAs).</p> <p>Lead preparation and review of WH&amp;S documents (eg JSAs).</p>	<p>Lead strategic planning of inspection programs to ensure the environment and human health are protected.</p> <p>Proactively promote and lead individuals/teams that demonstrate:</p> <ul style="list-style-type: none"> <li>the importance of inspections</li> <li>WH&amp;S relevant to inspections</li> <li>the different inspection types and their purposes</li> <li>what actions need to be undertaken before, during and after inspections.</li> </ul>
<b>UNDERTAKE INSPECTIONS</b>	<p>Under supervision, undertake routine inspections in accordance with legislation and agency policies and procedures.</p>	<p>Demonstrated ability to undertake a range of inspection types in accordance with legislation and agency policies and procedures.</p>	<p>Demonstrated ability to lead teams to undertake inspections in accordance with agency policies and procedures.</p>	<p>Co-ordinate individuals and teams who undertake inspection programs in accordance with legislation and agency policies and procedures.</p>	<p>Ensure that sufficient and appropriate systems, policies, procedures and resources are in place.</p>

	FOUNDATIONAL	INTERMEDIATE	ADEPT	ADVANCED	HIGHLY ADVANCED
<b>UNDERTAKE INSPECTIONS</b>	<p>Under supervision, ability to:</p> <ul style="list-style-type: none"> <li>Gain access to premises</li> <li>Introduce themselves and the purposes of the inspection</li> <li>Identify environmental risks</li> <li>Gather and manage evidence</li> <li>Provide a summary of inspection findings</li> <li>Identify and act on non-compliances.</li> </ul> <p>Assists senior officers to undertake inspections as directed.</p>	<p>Under minimum supervision, ability to:</p> <ul style="list-style-type: none"> <li>Gain access to premises</li> <li>Introduce themselves and the purposes of the inspection</li> <li>Identify environmental risks</li> <li>Gather and manage evidence</li> <li>Provide a summary of inspection findings</li> <li>Identify and act on non-compliances.</li> </ul>	<p>Demonstrated ability to:</p> <ul style="list-style-type: none"> <li>Lead teams undertaking inspections and provide operational and technical advice to teams</li> <li>Make recommendations about improvements to safety and inspection procedures</li> <li>Gain access to premises</li> <li>Introduce themselves and the purposes of the inspection</li> <li>Identify environmental risks</li> <li>Gather and manage evidence</li> <li>Provide a summary of inspection findings</li> <li>Identify and act on non-compliances.</li> </ul>	<p>Lead and coordinate implementation of improvements to safety and inspection procedures.</p> <p>Manage and allocate resources to undertake inspections.</p>	<p>Lead evaluation of resources for inspections and address inadequacies for undertaking inspections of poor environmental performance of industry/public sector agencies/general community, to ensure the environment and human health are protected.</p>
<b>EXERCISE REGULATORY POWERS IN RELATION TO UNDERTAKING INSPECTIONS</b>	<p>Under supervision, exercise the powers regulatory officers have under relevant pieces of legislation.</p>	<p>Under minimum supervision, exercise the powers regulatory officers have under relevant pieces of legislation.</p> <p>Demonstrated ability to guide internal officers to exercise powers.</p>	<p>Demonstrated ability to exercise the powers regulatory officers have under relevant pieces of legislation.</p> <p>Demonstrated ability to lead and guide internal and external authorised individuals and teams to exercise powers (e.g. council and state government agencies).</p> <p>Coordinate small teams (internal and external) to undertake inspections.</p> <p>Mentor and guide less experienced staff.</p> <p>Manage sensitive or contentious issues or stakeholders when exercising powers.</p>	<p>Provide advice to individuals and teams.</p> <p>Act strategically to build and maintain external partnerships for joint inspections.</p> <p>Co-ordinate large and multi-skilled teams (internal and external) to undertake inspections.</p>	<p>Ensure that sufficient and appropriate systems, policies, procedures and resources are in place.</p>

	FOUNDATIONAL	INTERMEDIATE	ADEPT	ADVANCED	HIGHLY ADVANCED
<b>ACT ON NON-COMPLIANCE</b>	Under supervision: <ul style="list-style-type: none"> <li>Identify non-compliances</li> <li>Determine appropriate compliance action</li> <li>Refer serious or complex situations to senior officers for advice or resolution</li> <li>Provide compliance advice or guidance material as directed</li> <li>Seek immediate voluntary compliance or remedy where necessary</li> <li>Determine follow up steps after the inspection.</li> </ul>	Under minimum supervision, ability to: <ul style="list-style-type: none"> <li>Identify non-compliances</li> <li>Determine appropriate compliance action</li> <li>Refer serious or complex situations to senior officers for advice or resolution</li> <li>Provide compliance advice or guidance material as directed</li> <li>Seek immediate voluntary compliance or remedy where necessary</li> <li>Determine follow up steps after the inspection.</li> </ul>	Demonstrated ability to: <ul style="list-style-type: none"> <li>Identify non-compliances</li> <li>Determine appropriate compliance action</li> <li>Provide advice and recommendations to other officers in relation to serious or complex situations</li> <li>Provide compliance advice or guidance material</li> <li>Seek immediate voluntary compliance or remedy where necessary</li> <li>Determine follow up steps after the inspection.</li> </ul> <p>Mentor and guide less experienced staff.</p>	Co-ordinate individuals and teams who act on non-compliance. <p>Provide advice and recommendations to individuals and teams in relation to serious, controversial or complex situations.</p> <p>Review and approve actions recommended by individuals and teams.</p>	Lead strategic planning for action on non-compliances to address poor environmental performance to ensure the environment and human health are protected.
<b>DOCUMENT INSPECTIONS</b>	Under supervision, document inspections including: <ul style="list-style-type: none"> <li>Contemporaneous notes</li> <li>Field observations</li> <li>GPS coordinates</li> <li>Sketches</li> <li>Collect evidence.</li> </ul> <p>Maintain effective records in accordance with legislation and agency policies and procedures.</p>	Under minimum supervision, document inspections including: <ul style="list-style-type: none"> <li>Contemporaneous notes</li> <li>Field observations</li> <li>GPS coordinates</li> <li>Sketches</li> <li>Collect evidence.</li> </ul>	Demonstrated ability to document inspections including: <ul style="list-style-type: none"> <li>Contemporaneous notes</li> <li>Field observations</li> <li>GPS coordinates</li> <li>Sketches</li> <li>Collect evidence.</li> </ul> <p>Mentor and guide less experienced staff .</p>	Co-ordinate individuals and teams who document inspections. <p>Review and approve inspection reports and other relevant documentation.</p> <p>Provide advice and guidance to individuals and teams.</p> <p>Mentor staff to maintain effective records, including recommending and guiding skill building opportunities.</p>	Lead evaluation of inspections and publicity of results (internal and external) to raise the regulatory profile of the agency. <p>Ensure that sufficient and appropriate systems, policies, procedures and resources are in place.</p>

	FOUNDATIONAL	INTERMEDIATE	ADEPT	ADVANCED	HIGHLY ADVANCED
<b>CONTRIBUTE TO WORKPLACE SAFETY</b>	<p>Basic understanding of:</p> <ul style="list-style-type: none"> <li>work, health and safety (WHS) requirements of the role and organisation including:               <ul style="list-style-type: none"> <li>Completed organisational induction and mandatory WHS training</li> </ul> </li> <li>emergency procedures</li> <li>inherent hazards of the role.</li> </ul> <p>Under supervision:</p> <ul style="list-style-type: none"> <li>Uses correct PPE for specific tasks of the role</li> <li>Commenced on the job training</li> <li>Report incidents and hazards via organisational process.</li> </ul>	<p>A working knowledge and application of:</p> <ul style="list-style-type: none"> <li>organisational WHS policies and procedures</li> <li>Safe Operation Procedures or Safe Work Method Statements.</li> </ul> <p>Under minimum supervision:</p> <ul style="list-style-type: none"> <li>Contribute to consultative arrangements of the organisation for WHS</li> <li>Can identify hazards and implement appropriate controls</li> <li>Has undertaken all identified mandatory WHS training for requirements of the role. Examples of such training may include Dealing with Aggressive clients, working in isolation and in the field.</li> </ul>	<p>Under no supervision/broad direction:</p> <ul style="list-style-type: none"> <li>implements all relevant/required organisational WHS policy and procedures</li> <li>competent on relevant plant and equipment</li> <li>Can identify hazards and implement appropriate controls</li> <li>Displays organisational WHS cultural expectations</li> <li>Addresses organisational WHS issues in consultation with those involved or affected.</li> <li>Ensure team members have received training and induction.</li> </ul>	<p>Ensure:</p> <ul style="list-style-type: none"> <li>Teams/Sections have undergone relevant WHS training and induction</li> <li>Hazards or WHS risks associated with different jobs, tasks and projects are formally identified and assessed for risks to the health and safety of those involved.</li> </ul> <p>Review and monitoring of :</p> <ul style="list-style-type: none"> <li>WHS policy and procedures</li> <li>incident reports, inspection reports, WHS audit reports, etc.</li> <li>progress towards achievement of goals in WHS action plans.</li> </ul>	<p>Demonstrate active and visible leadership in WHS risk management.</p> <p>Providing strategic oversight and evaluation of WHS performance.</p>
<b>MONITOR A SAFE WORKPLACE</b>	<p>Under supervision:</p> <ul style="list-style-type: none"> <li>Report incidents and hazards via organisational process</li> <li>remove hazards where appropriate</li> <li>Follow organisation WHS procedures.</li> </ul>	<p>A working knowledge and application of:</p> <ul style="list-style-type: none"> <li>implementing and monitoring organisational participative arrangements for the management of WHS.</li> </ul>	<p>Under no supervision/broad direction:</p> <ul style="list-style-type: none"> <li>assists with the monitoring of WHS within their team by;               <ul style="list-style-type: none"> <li>Providing WHS information to the team about WHS legislation, policies and procedures</li> <li>Develop WHS procedures such as SOPs and Safe Work Method Statements</li> <li>Lead WHS Incident investigations</li> </ul> </li> <li>Identify and implement WHS training needs for the team.</li> </ul>	<p>Review and monitoring of:</p> <ul style="list-style-type: none"> <li>WHS training needs for teams/Sections/Branch</li> <li>WHS controls are effective and implemented within the team.</li> </ul> <p>Implement early interventions and return to work as required.</p> <p>Supervise and mentor others in WHS requirements both organisational and legislative.</p>	<p>Demonstrate active and visible leadership in WHS risk management.</p> <p>Lead and provide strategic oversight of WHS requirements both organisational and legislative.</p>