



Senior Consultant, Work Health and Safety

Work Health, Safety and Wellbeing

Position number	Generic
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 6
Reports to	Principal Consultant, Employee Support (Level 7)
Direct reports	Nil

Context

The Department's Work Health, Safety and Wellbeing directorate comprises two branches: Safety and Staff Wellbeing and the Employee Support Bureau. The directorate is responsible for ensuring that legislative frameworks are complied with and that employees' mental health and wellbeing are supported. It provides strategic and operational advice to the Minister, Director General, school leaders and line managers on a range of matters including:

- workers' compensation
- injury management
- work health and safety (WHS)
- staff wellbeing
- employee assistance and mediation programs.

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Key responsibilities

- Coordinate, implement, monitor and report on health and safety incident response processes.
- Undertake research and analysis and prepare reports and briefing papers to senior management in relation to WHS matters, the impact of policies implemented and other relevant issues.
- Provide effective communication and advisory services to assist and support worksites to manage the development and implementation of workplace risk management strategies.
- Conduct and lead risk assessments, safety audits and assurance activities and investigations into incidents.
- Collaborate and negotiate with a range of internal and external stakeholders to ensure processes meet WHS requirements.
- Assist in formulating and implementing proactive and preventative policies, guidelines programs and projects associated with WHS.

- Provide advice and support to Department staff, including senior management, on matters pertaining to WHS.
- Undertake research and analysis of internal WHS related trends, issues, and performance.
- Assist to develop safety leadership and capability across the Department.
- Ensure the implementation of the WHS strategic and annual action plan at the operational level.

Selection Criteria

1. Demonstrated experience and skills in delivering risk prevention strategies and completing complex investigations under relevant legislation, including the *Work Health and Safety Act 2020 (WA)*.
2. Demonstrated conceptual and analytical skills with the ability to apply innovative solutions to complex WHS problems in the development and implementation of risk management strategies.
3. Demonstrated highly developed communication and interpersonal skills, including the ability to collaborate and consult effectively with a wide range of stakeholders in a range of contexts.
4. Demonstrated ability to lead and contribute to the implementation of policy and project initiatives.
5. Demonstrated ability to work cooperatively in a team environment and contribute effectively to team objectives.

Eligibility and training requirements

Employees will be required to:

- hold a tertiary qualification in a relevant field (for example Work Health and Safety, Allied Health, Industrial Relations, Project Management) or equivalent substantial experience
- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- hold a valid 'C' class Western Australian Driver's Licence
- undertake travel to metropolitan and regional schools
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 1 October 2025
Reference D25/0856811