



## Health and Safety Consultant

### Work Health Safety and Wellbeing

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2024</a> or as replaced
<b>Classification</b>	Level 5
<b>Reports to</b>	Principal Consultant, Health and Safety / Principal Consultant Psychologist
<b>Direct reports</b>	Nil

#### Context

The Department's Work Health Safety and Wellbeing Directorate comprises two branches: Safety and Staff Wellbeing and Employee Support Services. 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.

Safety and Staff Wellbeing handles WHS and psychosocial safety and wellbeing (PSW) functions for the whole Department.

Visit [education.wa.edu.au](https://education.wa.edu.au) to find out more information about the Department of Education.

#### Key responsibilities

- Provide consultancy advice to Directorates, senior management, regions, schools and other workplaces on WHS management issues, to facilitate a best practice approach to health and safety and meet all the statutory requirements relating to WHS.
- Provide operational advice, support and services to senior management, principals and line managers to improve WHS performance.
- Develop communication and information strategies to promote awareness of health and safety matters and understanding of roles and responsibilities.
- Assist in planning, developing, implementing, and reviewing WHS related policies, systems, initiatives and procedures to improve workplace safety and prevention strategies.

- Conduct analysis of data and trends relating to injuries, incidents, hazards and WorkSafe orders and assist with developing plans and prioritising strategies to reduce the risk of injury and harm.
- Assist in planning and developing a variety of forums to deliver information and advice on WHS, risk management and the prevention of injuries in the workplace and participates in forums as required.
- Develop and maintain effective working relationships with internal and external stakeholders, agencies and other parties.
- Review accident/incident and hazard reports and investigations data and information to provide advice regarding implementation of preventative measures.
- Contribute as part of the WHS team to developing Branch strategic and business planning processes.
- Conduct investigations and report on serious incidents.

### **Selection criteria**

1. Demonstrated well developed verbal and written communication skills, including the ability to liaise effectively with stakeholders at all levels.
2. Demonstrated considerable skills and experience in providing professional advice to clients about WHS issues, practices and initiatives.
3. Demonstrated considerable knowledge and application of relevant WHS legislation, policy and practices.
4. Demonstrated well developed conceptual, research and analytical skills that assist in resolving WHS issues and development of innovative policy and procedures.
5. Demonstrated well developed interpersonal skills with the ability to work cooperatively and interact in a team environment.

### **Eligibility and training requirements**

Employees will be required to:

- 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            4 December 2025  
Reference    D25/1199872