



Job Description Form

Manager, Safety and Staff Wellbeing

Work Health, Safety and Wellbeing

Position number	00047621
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 8
Reports to	Director, Work Health Safety and Wellbeing (Class 1)
Direct reports	Various

Context

The Department of Education'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 (SSW) handles WHS and psychosocial safety and wellbeing (PSW) functions for the whole Department.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Lead and manage SSW to implement the service delivery model in providing strategic advice, policy, support and services to principals and line managers in the areas of WHS, psychosocial safety and employee wellbeing.
- Lead the development and delivery of SSW's strategies aligned with the Department's overall direction and workforce strategies and use effective change management to implement strategies.
- Work with Employee Support Services to achieve consistency of strategies, service delivery arrangements and performance outcomes.
- Investigate and research complex WHS and PSW matters, monitor trends and developments and provides advice to senior Department officers on the strategic direction of SSW functional elements.

- Lead the development, implementation and evaluation of strategic and evidence-based employee wellbeing programs and SSW strategies, policies and procedures that align with the Department's organisational direction.
- Oversee the development and delivery of educational programs and training related to WHS, psychosocial safety and employee wellbeing to Department staff.
- Research and prepare correspondence, reports and briefing notes for the Minister, Director General and others as required.
- Initiate, lead, coordinate and facilitate programs, projects and initiatives aimed at improving SSW services and support, including outlining the SSW requirements and outcomes.
- Prioritise and incorporate best-practice preventative models and approaches to injury prevention.
- Consult, collaborate and negotiate with internal and external stakeholders on SSW matters, including but not limited to People Services Division staff, Insurance Commission of Western Australia, WorkSafe WA, Mental Health and Wellbeing stakeholders and service providers, Departmental Executives, school leaders and industrial unions.
- Lead the promotion and development of a customer oriented service culture throughout SSW, consistent with the Department's values.
- Ensure SSW mandatory obligations are met and actions comply with legislation and are consistent with internal policy and processes, service level agreements and external Memorandums of Understanding.
- Represent SSW and the Department on internal and external committees and working parties.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

Selection criteria

1. Demonstrated extensive skills and experience in managing a range of complex and diverse projects and initiatives across a large and complex organisation, particularly in the areas of WHS and employee wellbeing.
2. Demonstrated highly developed leadership, planning and change management skills, including the ability to develop strategic directions in accordance with Department objectives, policies, visions and goals.
3. Demonstrated highly developed conceptual and analytical skills within a systemic context, including the ability to research, resolve and advise on complex issues.
4. Demonstrated highly developed oral interpersonal and communication skills, including the ability to undertake high-level consultations, collaborations and negotiations in a range of contexts and build high-level relationships.
5. Demonstrated highly developed written communication and presentation skills, including extensive experience in the preparation of high-level reports and the delivery of professional development.

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
- 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 14 October 2025
Reference D25/1082778