



Education Officer – Workplace Violence and Aggression

Safety and Staff Wellbeing

Position number	00047981
Agreement	School Education Act Employees' (Teachers and Administrators) General Agreement 2023 or as replaced
Classification	Education Officer Level 2
Reports to	Principal Consultant (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 employee's 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.

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

Key responsibilities

- Support schools to implement, monitor and evaluate safety and health improvement and prevention strategies at classroom, school and network levels in managing risks associated with workplace violence and aggression (WVA).
- Design, deliver and evaluate resources to build capability to teachers, education assistants and school leaders across the state to manage the safety and health risks associated with WVA.
- Provide opportunities for teachers to access practical support, professional learning and on-line safety and health resources.
- Gather feedback, monitor, review and evaluate school-based safety and health activities and their quality in managing WVA risk, and facilitate improvements and changes where appropriate.

- Provide advice to ensure WVA training programs delivered to staff are current and consistent across the organisation.
- Assist with the preparation of reports and briefing papers on evidence-based approaches to support schools manage WVA safety risks.
- Ensure collection of relevant information across multiple reporting systems for the management of WVA incidents, including workers' compensation data, WHS incidents and security data.
- Assist in the planning of risk management and resource implementation, including quality assurance, awareness and communication methodologies.
- Contribute to activities that fulfil Department safety and health obligations, including reviewing plans, policies, strategies, standards and procedures.
- Establish and maintain communication networks and working relationships with internal and external stakeholders to promote WVA risk management
- Research, develop and provide effective support materials to teachers and school leaders.

Selection criteria

1. Demonstrated substantial knowledge of safe practices, risk management and teaching and learning methods related to managing students with complex and challenging behaviours
2. Demonstrated highly developed communication and interpersonal skills, including the ability to work collaboratively in a team environment to deliver effective customer service across a range of internal and external sites and a variety of stakeholders.
3. Demonstrated highly developed program management and organisational skills with the ability to design, plan and deliver effective support materials for teachers and school leaders.
4. Demonstrated highly developed conceptual and research skills with the ability to identify and analyse trends and generate appropriate strategies to address them.

Eligibility and training requirements

Employees will be required to:

- hold a recognised qualification in teaching and be currently registered or eligible for registration to teach in Western Australia
- 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 21 January 2026
Reference D26/0073152