



Work Health and Safety Consultant

Position No:	00026412
Classification	Level 5
Division:	Business and Corporate Services
Directorate:	People and Culture
Reports to:	Manager Work Health and Safety, 00026411, Level 7
Direct reports:	0
Leadership Context:	Personal Leadership

Position Overview

The Work Health and Safety (WHS) Consultant supports the delivery of work health and safety initiatives across the agency. This role assists with coordinating safety committees, implementing WHS policies and procedures, managing incident reporting, and supporting injury management processes. The position contributes to creating a safe and compliant work environment through research, stakeholder engagement, and continuous improvement activities.

Responsibilities

- Coordinate the Department's Safety Committee and assists Health and Safety Representatives fulfil their responsibilities.
- Coordinate the development and delivery of WHS initiatives, including project planning, communications, stakeholder engagement, and reporting.
- Support the development and implementation of WHS strategies, policies, and procedures that are practical, compliant, and aligned with organisational objectives.
- Support workers compensation and non-compensable injury claim through to resolution, and support employees and managers throughout the return-to-work process.
- Coordinate investigations into incidents and hazards, support WHS inquiries and projects, including inspections, audits and risk assessments.
- Conduct research and trend analysis for program development, delivery and implementation to support compliance and strategic WHS project planning.
- Maintain knowledge of relevant legislation and industry standards to ensure alignment of service delivery.
- Build and maintain effective relationships with clients and stakeholders.
- Perform other duties as directed.
- Demonstrate professional and ethical workplace behaviours in alignment with the Department's Code of Conduct and Values. This includes ensuring work practices and

behaviours foster an equitable, diverse, and inclusive work environment and support a safe and healthy workplace in accordance with Work Health and Safety legislation.

Essential Requirements

- Knowledge and understanding of contemporary Work Health and Safety legislation, regulations, and best-practice principles.
- Demonstrated experience in developing and delivering WHS programs, initiatives and communications in a large multidisciplinary organisation, including the coordination of safety committee meetings.
- Demonstrated analytical and problem-solving skills, including experience conducting investigations relating to work health and safety functions.
- Demonstrated understanding of workers compensation and injury management processes.
- Strong written and verbal communication skills with the ability to build collaborative relationships with stakeholders at all levels.
- Demonstrate the behaviours within the leadership context as outlined below.

Desirable Requirements

- This position does not have any desirable requirements.

Special Requirements

- Relevant tertiary qualifications in Work, Health and Safety or similar.
- Undertake intrastate travel and to stay overnight or for short periods if required.
- Valid and current Western Australian C class motor driver's licence, or equivalent.

Mandatory Pre Employment Requirements

- All positions within the Department require the occupant to have a Nationally Coordinated Criminal History Check (NCCHC) conducted with a satisfactory outcome.
- A pre-employment Conflict of Interest will be completed and assessed prior to appointment.

Workplace Behaviours and Expectations

The Department's [Code of Conduct](#) sets out the professional behaviours that we expect of our employees and consistent with our departmental values.

The [Public Sector Commission's Leadership Expectations](#) provide a clear understanding of expected leadership behaviours and associated mindsets for all public sector employees. The expected behaviours (see below) should be demonstrated in the context of [Personal Leadership](#) for this position.

Lead collectively	Seek and build key relationships, work together and focus on the greater good
Think through complexity	Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks
Dynamically sense the environment	Be in tune with the political, social and environmental trends that impact the work, understand and recognise the needs of others and leverage relationships for desired outcomes.
Deliver on high leverage areas	Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
Build capability	Proactively develop others, share learning to promote efficiency and effectiveness, and champion diversity and inclusion
Embody the spirit of public service	Display empathy, compassion, humility and integrity, and a genuine passion for the work, demonstrate a responsibility to Western Australians, and work in the interests of the public good
Lead adaptively	Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts

Further information can be obtained from looking at the [behaviour descriptors](#).

Our Vision and Values

To respect the past, to create opportunities today and to plan for the future.

Our values shape our attitude and actions, guiding us both personally and professionally.

Respect	We respect that our work is personal to our stakeholders and that every piece of land and site has a story.
Collaboration	We engage and collaborate to build prosperous places and connected communities.
Integrity	Our ethics and integrity guide our actions with every piece of land, site and opportunity to enable us to deliver great outcomes for Western Australia.
Innovation	We enable innovation, implementing innovative approaches to the way we work to create value for our stakeholders.
Professionalism	Our professionalism empowers us to use our specialised knowledge and skills to deliver our work to the highest standards.
Accountability	We work in the interest of the public and take responsibility for our actions and decisions.

Acknowledgement of Country

The Department of Planning, Lands and Heritage acknowledges the Aboriginal people as the traditional custodians of Western Australia. We pay our respects to the Ancestors and Elders, both past and present, and the ongoing connection between people, land, waters, and community. We acknowledge those who continue to share knowledge, their traditions and culture to support our journey for reconciliation. In particular, we recognise land and cultural heritage as places that hold great significance for Aboriginal people.

Registration Date	27 February 2026	Registering Officer	Erika Booth <i>Erika Booth</i>
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