



## Principal Wellbeing Consultant

### Work Health Safety and Wellbeing

<b>Position number</b>	00047947
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2024</a> (or as replaced)
<b>Classification</b>	Level 7
<b>Reports to</b>	Manager, Employee Support Services (Level 8)
<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.

Employee Support Services handles workers' compensation and injury management functions for the whole Department.

Visit [education.wa.edu.au](http://education.wa.edu.au) for more information about the Department of Education.

#### Key responsibilities

- Provide high-level professional advice and support to individuals and groups on matters relating to principal health and wellbeing projects, initiatives and programs.
- Develop, implement and coordinate support programs, initiatives and projects being undertaken within the Department in relation to connecting principals to appropriate supports relevant to their unique needs and contexts.
- Identify project priorities in consultation with key stakeholders and coordinate provision of appropriate and sustainable outcomes for the Department.
- Continuously monitor, review and evaluate the effectiveness of programs, initiatives and projects to identify opportunities for continuous improvement, and report progress to senior management.

- Research, develop and deliver documentation, resources and support materials which assists health and wellbeing related initiatives, programs and projects.
- Prepare high-level briefings, research and discussion papers for presentation for senior management and executive decision-making.
- Build and maintain strategic stakeholder relationships to facilitate achievement of the Department's health and wellbeing objectives.
- Participate in, and contribute to, internal and external committees, other working groups and networks.
- Consult and negotiate with a wide range of stakeholders to develop, support and embed health and wellbeing mitigation strategies and initiatives.
- Facilitate, develop and manage wellbeing service provider contracts, including procurement planning, contract documentation and evaluation, in consultation and negotiation with stakeholders.
- Undertake probity, compliance and quality assessment of contract documents and complete quality assurance of contract and procurement approval procedures and processes.
- Manage contracts to minimise procurement risks and deliver value for money outcomes.

### **Selection criteria**

1. Demonstrated high-level project and program management skills, including planning, coordinating and implementing processes to enable effective monitoring, reporting and delivery, and consistently deliver outcomes on schedule in a demanding environment and under tight timelines.
2. Demonstrated highly developed communication and interpersonal skills with the ability to build and maintain productive relationships and networks at all levels, including experience in leading high-level consultations, collaborations and negotiations involving sensitive and highly emotional situations with empathy and professionalism.
3. Demonstrated highly developed written communication skills with extensive experience preparing clear, concise and influential communications, reports, briefing notes and other high quality written materials for senior leadership.
4. Demonstrated highly developed conceptual, analytical and problem-solving skills with the ability to apply strategic thinking to identify issues, evaluate options and implement effective change management strategies to achieve successful outcomes.

### **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
- 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 January 2026  
Reference D26/0042222