



Job Description Form

Position Details

Position Title: Senior Health and Safety Consultant	Position Number: DBCA3177040	Level: Level 6
Division: Strategy and Governance	Branch: People and Culture	Section: Health, Safety and Wellbeing
Employment Agreement: PSA 1992 / PSCA 2024	Location: Kensington	Effective Date: 23 March 2026

Our Values

Our values drive the way we make decisions, interact with each other, and work together to achieve results.



Integrity
Commitment to knowing and doing what is right



Collaboration
Commitment to team, partnership and the support of others



Accountability
Commitment to being transparent, taking ownership and personal responsibility



Respect
Commitment to the respect of people, culture and place



Excellence
Commitment to quality, innovation and continuous improvement

Reporting Relationships

Position Title Manager Health, Safety and Wellbeing	Level/Grade Level 7	←	Position title Senior Health and Safety Advisor Wellbeing Coordinator Injury Management Coordinator Injury Management Officer Health and Safety Officer	Level 5 6 5 4 3
↑				
Responsible to				
This position				
↑				

Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Nil		

About the Role

The Senior Health and Safety Consultant is responsible for providing specialist advice and leadership to ensure the department’s Work Health and Safety Management System is aligned with the Work Health and Safety Act 2020 (WA), associated regulations, and contemporary best practice. The role supports legislative compliance through effective governance, risk management, and continuous improvement of WHS systems, processes, and controls.

A key focus of the role is building strong, collaborative relationships with leaders and stakeholders across the department. The position influences and supports a whole of organisation approach to health, safety and wellbeing by shaping safety culture, promoting proactive risk management, and enabling consistent and effective WHS practices at all levels. The role provides expert guidance to drive behavioural and cultural change that enhances safety outcomes and supports a positive, engaged, and psychologically safe workplace.

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Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

Responsibilities:

1. Strategic Safety Leadership and Change Enablement

- Lead the development and implementation of the DBCA WHS Management system, while ensuring initiatives are prioritised, resourced, and implemented.
- Provides strategic WHS advice to senior leaders, contributing to organisational risks, highlighting trends, departmental priorities and emerging issues to inform decision making.

2. WHS Compliance and Risk Management

- Ensure compliance with the Work Health and Safety Act 2020 (WA), Workers Compensation and Injury Management Act 2023 (WA), Regulations and relevant codes of practise.
- Lead proactive hazard identification, risk assessments (physical and psychosocial), and safe work method development.
- Maintain and update the WHS Risk Register, following best practice risk controls.
- Manage corrective actions from internal audits, regulator recommendations, and WHS audits.

3. Safety Systems and Program Delivery

- Administer online safety systems, including incident/hazard reporting, and action tracking.
- Oversee the operation and continuous improvement of the WHS reporting systems, ensuring data and integrity, user capability and accurate organisational reporting.
- Support implementation and reporting of WHS metrics, trends, and corrective actions.
- Collaborate on emergency preparedness and response systems (fire safety, evacuation drills, first aid resourcing).
- Strengthen systems for risk identification, control verification, and monitoring to ensure WHS risks are managed proactively.

4. Policy, Procedures and Advisory Support

- Review and maintain current WHS documentation, including Policies, Protocols, and Standard of Operating Procedures (SOP) etc.
- Ensure documents are up to date, risk-informed, and compliant with the relevant legislation and regulatory requirements.
- Align documentation with DBCA's corporate policies and operational safety expectations.
- Consult with stakeholders on matters relating to the WHS Management system.
- Maintain document control and accessibility through centralised systems.

5. Collaboration and Stakeholder Engagement

- Collaborate with the DBCA HSW team to ensure alignment.
- Provide input through reports, and trend analysis to regularly update senior management on WHS performance and priorities.
- Represent DBCA in inter-agency safety forums, regulator engagements, and external audits as required.

6. Training, Education and Culture

- Deliver WHS training, inductions, and awareness sessions for staff and leaders.
- Promote a positive safety culture through open communication, engagement, and education.
- Promote psychological safety and mental health awareness in line with contemporary wellbeing practices.

7. Other:

- Undertakes other duties as directed.

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Selection Criteria

Applicants should address the following four criteria. These should be addressed in no more than three pages in total.

1. Relevant VET or tertiary qualification or qualification and experience in a health and safety related discipline, or relevant transferable skills and degrees.
2. Demonstrated experience in the development, implementation and evaluation of WHS programs and risk management processes, including psychosocial and physical risk controls to key stakeholders.
3. Demonstrated knowledge and experience in, the development and delivery WHS training, capability building and initiatives that drive a safety culture improvement.
4. Demonstrated high-level communication and ability to influence stakeholders through effective consultation, collaboration and relationship building to progress WHS cultural maturity and embed continuous improvement practices.

The following essential criteria will be assessed at some stage during the selection process. Desirable criteria will be assessed as required:


5. Current motor vehicle driver's license.
6. Ongoing willingness and ability to participate in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience (DESIRABLE).

Behaviour Expectations [Leadership Expectations](#) provides a common understanding of the mindset and expected leadership behaviours for all public sector employees. The expected behaviours for this role is [Leading Others](#).

Other position-related information (only relevant ones will be populated)

Position Status - Permanent <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	FTE: 1
National Police Check <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No For more information refer to the department's guidelines on National Police checks .	
Current WA Driver's Licence or equivalent (only specify yes if a drivers licence is required for appointment to the position) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Medical Assessment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Working with Children <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/	
Allowance and Special Conditions <input type="checkbox"/> District Allowance <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Ranger Leave (Rangers only) <input type="checkbox"/> North West Leave <input type="checkbox"/> No Fixed Hours (Rangers only) <input type="checkbox"/> Other (Please specify)	

Certification

Verified by: Recruitment and Establishment Section
 Registered JDF
23 March 2026