



## Principal Consultant, Employee Support

### Work Health Safety and Wellbeing

<b>Position number</b>	Generic
<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) / Manager, Safety and Staff Wellbeing (Level 8)
<b>Direct reports</b>	Various

#### 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.

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#### Key responsibilities

- Manage and guide a team providing strategic advice, support and services to principals and line managers to improve health and safety performance or monitor and address injury management issues.
- Contribute to the business and strategic planning activities for the Work Health Safety and Wellbeing (WHSW) Directorate and promote the Directorate's services across the organisation.
- Analyse injury statistics and Insurance Commission of Western Australia (ICWA) data to prioritise audits and inspections, identify trends and issues, and investigate complex health and safety matters across regions, schools and central office, developing strategies for their management.

- Develop, review and report on WHS, workers' compensation or injury management issues, and implement strategies and plans to improve WHS, workers' compensation or injury management outcomes.
- Facilitate collaboration between units of the WHSW Directorate to achieve consistency of health and safety, workers' compensation and injury management strategies, service delivery arrangements and performance outcomes.
- Provide advisory services and proactive return to work case management, as appropriate, relating to lost time workers' compensation claims, non-compensable injury, sickness and health matters.
- Investigate WHS risks, develop strategies to manage them, lead injury management projects, and create processes to reduce exposure and costs in injury claims.
- Provide safety advice to senior management, schools, and communities, ensuring compliance with legislation and policies, while liaising and negotiating on complex injury management and workers' compensation issues.
- Develop and maintain effective relationships and communication networks with internal and external stakeholders, including WorkSafe WA, WorkCover WA, unions, and government agencies.
- Plan and coordinate programs, training, and workshops to improve WHS and injury management to ensure high levels of autonomy and professionalism.
- Monitor, interpret and disseminate legislative changes and practices to Department personnel.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Department policy.
- Manage staff performance in accordance with the Public Sector Management Standard and Department policy.

### Selection criteria

1. Demonstrated extensive skills and experience in managing WHS and/or injury management and workers' compensation issues in a large organisation.
2. Demonstrated highly developed written, oral and interpersonal communication skills, including the ability to communicate effectively with individuals at all levels and build high-level cross-sectoral relationships.
3. Demonstrated substantial skills and experience in providing high-level advice, management, professional development and strategic direction in the management of WHS risks and effectively dealing with change.
4. Demonstrated highly developed conceptual and analytical skills, with the ability to provide innovative thinking in problems solving.
5. Demonstrated highly developed policy development and project management skills.
6. Demonstrated extensive knowledge and strategic application of WHS and/or workers compensation and injury management legislation, including the *Work Health and Safety Act 2020 (WA)* or the *Workers' Compensation and Injury Management Act 2023 (WA)*.
7. Demonstrated highly developed negotiation, advocacy and conflict resolution skills, including the ability to influence and achieve 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 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            4 December 2025  
Reference    D25/1200134