



## Job Description

# Assistant Director Strategic Work Health and Safety Level 8

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<b>Position Number:</b>	00036690	<b>FTE:</b>	1.0
<b>Directorate:</b>	Corporate	<b>Branch:</b>	Human Resources
<b>Location:</b>	Osborne Park	<b>Position Status:</b>	Permanent
<b>Agreement/Award:</b>	<i>Public Service Award 1992</i> <i>Public Sector CSA Agreement 2024 or as replaced</i>		

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### Reporting Relationships

#### *Reports to:*

Director Human Resources, Level 9

#### *Other officers reporting to the above office:*

Assistant Director Human Resources, Level 8

Assistant Director Training Sector Labour Relations, Level 8

Assistant Director Training Sector Employee Services, Level 8

#### *This Office – officers under direct responsibility:*

Manager Strategic Work Health and Safety, Level 7

Work Health and Safety Consultant, Level 5

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### Key Role Statement

The Assistant Director Strategic Work Health and Safety drives and sets the strategic safety direction for the Department in line with the organisation's vision; leading overall WHS Systems, Injury Management, WHS Strategic Risk and Injury Prevention and leads a team that provides specialist operational and strategic advice to promote and improve work health and safety.

The position provides leadership, direction, development and oversight of the WHS team to provide support services for workers that may be experiencing, witnessing, or responding to concerns of psychosocial hazards in the workplace.

The position liaises with senior managers to provide tailored support specific to each employees' individual circumstances to foster a psychologically safe and respectful workplace.

The role is critical to creating a strong leadership environment by bringing about positive behaviour change in practice.

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### Key Responsibilities

- Provides expert specialist advice to the Corporate Executive, senior leaders on complex matters and undertakes consultation and negotiations with relevant parties relating to health, safety, fitness for work, injury management, workers' compensation and rehabilitation of injured workers.
- Establishes mechanisms that proactively identify and monitor emerging issues and risks in respect to psychologically safe workplaces whilst maintaining suitable confidentiality.
- Delivers through a dedicated team, a responsive and confidential service that acts as the primary point of contact for guidance on psychosocial and WHS concerns. The service provides tailored support, promotes early intervention, and fosters a psychologically safe and respectful workplace culture.
- Develops and manages the Department's psychosocial risk management framework.
- Leads the development, implementation and review of Work Health and Safety Plans, policies, standards, codes and systems to meet legislative requirements and contemporary practice.
- Leads, influences and drives strategy that empowers managers to engage in WHS initiatives in a positive way.

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- Provides coaching, guidance, and support to staff and managers on safety procedures and protocols, empowering them to engage in health and safety initiatives to foster a positive culture that improves safety outcomes by building internal safety capabilities.
  - Maintains effective relationships with key external stakeholders including WorkSafe, WorkCover, Insurance Commission of Western Australia and other relevant bodies.
  - Provides oversight of the design and delivery of tailored workforce training and education programs, including to senior management teams, that build workforce understanding and capabilities in respect to psychologically safe workplaces.

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### Expected Leadership Behaviours

The role occupant is expected to consciously adopt the behaviours and mindsets aligned to the position's **Leading Leaders** context. The following outlines the key leadership behaviours in action pertinent to this position.

- **Lead collectively** - You coach those you lead and influence to align their practices and understand how their contributions add value.
- **Think through complexity** - You identify potential opportunities to further mitigate risk and communicate these opportunities upwards to deliver continuous improvement of agency and sector work practices.
- **Dynamically sense the environment** - You intervene early when issues arise and take decisive action once the most viable solutions are identified.
- **Deliver on high leverage areas** - You focus on embedding best practice approaches and systems aligned to your agency.
- **Build capability** - You understand your role in creating a healthy culture in your business area and contributing to a productive culture in your agency.
- **Embody the spirit of public service** - You show empathy and compassion, integrity and humility. You instil a culture of compliance with legislative and corporate requirements, encouraging vigilance from your leaders and teams.
- **Lead adaptively** - You understand the impact of your personal style on those you lead and interact with, deliberately adapting your approach to achieve desired outcomes.

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### Selection Criteria

#### Essential

- High level knowledge of current Work Health and Safety legislative and regulatory requirements.
- Significant experience in providing leadership and managing Work Health and Safety to deliver organisational outcomes within a strategic Work Health and Safety context.
- Excellent interpersonal skills and communication skills.
- Demonstrated experience in building and maintaining productive relationships with a range of diverse stakeholders including executive and senior management.
- Demonstrated highly developed conceptual and analytical skills to manage complex problems in the development and implementation of risk management strategies and/or injury management and return to work programs.

#### Other Requirements

- May be required to work from any Department worksite.
- Employee will be required to hold a relevant tertiary qualification.

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### Values

Our values reflect the way we go about our work with our partners, stakeholders and each other.

- We find solutions, deliver and do things well.
  - We have integrity and courage.
  - We respect, trust and care for each other.
  - We know diversity makes us stronger.
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## **CERTIFICATION**

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Branch Director:

**Name:** Michelle McArthur      **Position:** Assistant Director Human Resources

Delegated Authority:

**Name:** Ross Davenport      **Position:** A/Director Human Resources

## **HR USE ONLY**

**Date Registered on Content Manager:** 16/03/2026

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