



## Position Description

<b>Position Title:</b>	Principal Workplace Health and Safety Advisor	<b>Classification Level:</b>	8
<b>Position Number:</b>	TBC	<b>Reports to:</b>	Director Practice
<b>Directorate:</b>	Buildings and Contracts	<b>Supervises:</b>	1 FTE
<b>Branch/Section:</b>	Operations / Practice	<b>Location:</b>	Perth Metropolitan Area

### Role Summary

The Principal Workplace Health and Safety Adviser will lead the delivery of workplace health and safety policies, procedures, standards and systems related to outsourced non-residential building works and maintenance services delivered by the Buildings and Contracts (B&C) directorate and consistent with the Department's overarching Work Health and Safety (WHS) framework. You will ensure the implementation and maintenance of the Department's WHS framework within B&C, including incorporating new and emerging requirements within its existing systems, policies, procedures and contracts.

You will provide strategic and practical advice on safety management, hazardous materials and building and construction WHS related issues, which may include WHS matters arising from activities in response to emergency management events i.e., floods, fires, and cyclones.

### Responsibilities

- Proactively develop contemporary strategies, practices, and policies by identifying and implementing contemporary solutions to real-world Workplace Health and Safety situations experienced by B&C.
- Ensure WHS services within B&C are consistent with relevant legislation, standards, policies, and frameworks are aligned and implemented to meet strategic organisational priorities, and the safety management system is compliant with legislation.
- Lead, influence, and drive a strategy that empowers stakeholders to engage in WHS initiatives to foster a positive safety culture with B&C.
- Contribute to the development of departmental WHS initiatives on behalf of B&C, ensuring inclusion of B&C services, processes and operating context.
- Provide practical and strategic advice including education and awareness to internal and external stakeholders on construction safety management and asbestos containing materials management in accordance with leading practice, and Workplace Health and Safety legislation and regulations.
- Lead and/or contribute to incident and accident investigation, including appraising the effectiveness of implemented actions within Buildings and Contracts and collaborating with other Departmental WHS functions and assessing site issues.
- Undertake research into work health and safety matters related to Building and Contracts activities.
- Develop, implement, improve and maintain systems for monitoring and reporting construction safety management performance.
- Identify and implement data reporting requirements for safety monitoring at building project or job sites, in collaboration with the Department's Safe and Well Team including collecting incident data from contractors for periodic safety reporting to B&C Executive.



- Develop and implement measures to incentivise contractors to adopt high standards of construction safety management.
- Establish and maintain effective relationships with internal and external stakeholders to promote, coordinate and develop strategies to enhance WHS in relation to B&C.
- Establish and maintain effective relationships with industry, WorkSafe and client agencies on strategic policy matters and practices.
- Work with other government agencies to develop and improve construction safety management on government projects.
- Demonstrate the expected leadership behaviours and mindsets in the context of Leading Leaders.
- Perform other duties as directed.

### Essential Requirements

- Experience leading a WHS team or function in a construction safety management environment, including implementation of programs and policies to ensure legislative compliance and develop a safety culture.
- Sound knowledge and understanding of contemporary workplace health and safety legislation and regulations.
- Demonstrated substantial experience in investigations and risk management in a WHS context.
- Demonstrated high-level written and verbal communication skills with the ability to negotiate and influence effectively.

### Desirable Requirements

- Direct experience working in a site-based construction safety role within the building and construction industry.
- Possession of a relevant qualification.

### Leadership Context

We believe all our people are leaders. We consider leadership to be critical to the success of the Department and the public sector and, to support this, we have adopted **Leadership Expectations**. This role operates in the **Leading Leaders** context. It is essential that you demonstrate the expected behaviours in the context of the role (additional detail provided in separate attachment).

- **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 interest 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.

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### **Pre-employment requirements**

Australian Permanent Residency is a minimum requirement for permanent appointment to the WA Public Sector. For a fixed term contract or casual appointments, applicants require a valid Work Visa for the duration of the entire term.

Appointment is subject to 100 point identification check and Criminal Records Screening clearance.

### **Certification**

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Verified by: Amy Berendsen, Senior HR Consultant, August 2025

Classification Evaluation Date: August 2025