



# Wellbeing Consultant

**Branch:** Organisational Development and Wellbeing  
**Directorate:** People and Culture  
**Position Number:** 00027241  
**Classification:** Level 5  
**Physical Location:** Perth (William Street)  
**Award/Agreement:** Public Service Award & Public Sector CSA Agreement 2024

## Our purpose: Empowering a thriving community

The Department of Transport and Major Infrastructure (DTMI) together with Main Roads WA and the Public Transport Authority forms the Transport Portfolio. DTMI seeks to connect people and places to keep Western Australia moving towards a safer, healthier, and more sustainable future.

Join us and work in a role where you can bring your best self to work and leave work having been seen and heard, and able to contribute meaningfully to the communities throughout Western Australia. DTMI promotes a diverse workforce and embraces a high standard of equal opportunity, health and safety, and ethical practice. DTMI is a values-based organisation committed to empowering a thriving community.



**COLLABORATION**

Working **together**, we get things done.



**WELLBEING**

Looking after **ourselves** and supporting **others**.



**ADAPTABILITY**

Always open to **possibilities**.



**ACCOUNTABILITY**

Taking ownership, we **deliver**.

## Overview of the directorate

People and Culture partners with the business to design, develop and implement strategies to attract, engage, and develop employees and build upon a thriving organisational culture.

We provide strategic advice, improve business practices, lead complex transformational projects and ensure compliance with relevant regulations and policies.

We focus our cultural transformation work on four key areas: accountability, collaboration, adaptability, and wellbeing.

We enable values driven leadership to leverage the talents and ambitions of our people to realise the Department's strategic priorities.

We provide the technology infrastructure to enable efficient and effective management of people processes and payroll....

We work innovatively while honouring our unique history – those things we do well which will hold us in good stead for the future. We build the future, right now.

## Overall purpose of the role

The Wellbeing Consultant:

Leads the design, delivery and continuous improvement of projects and initiatives that strengthen the Department's approach to psychosocial, psychological and workplace health and safety. The role provides specialist advice and guidance through a collaborative expert business partnering model, working closely with leaders, employees and business areas to proactively manage psychosocial hazards and foster a mentally healthy, safe and supportive workplace in line with DoT policies and WHS legislative requirements.

With direction, the Wellbeing Consultant develops and implements the Department's wellbeing and psychosocial strategies, leading the creation, coordination and evaluation of programs, policies and initiatives that enhance worker wellbeing and organisational safety culture. The role champions the principle that "safety is everyone's responsibility" and supports the Department to embed safe systems of work that protect and promote the wellbeing of all workers.

## We recognise and nurture leadership in all contexts.

We consider all our people to be leaders, whether leading a team, a technical function or leading themselves. As such, we expect our people to adopt the expected behaviours and associated mindsets outlined in [Building Leadership Impact](#) and described fully in [Leadership Expectations](#).

The leadership context of this role is Personal Leadership. We provide opportunities to develop and mature your behaviours so you can have a greater leadership impact.

## Work description

- **With direction, coordinates and leads** the delivery of DTMI's WHS program relating to psychosocial safety and employee wellbeing, partnering with the WHS Consultant to promote both psychosocial and physical safety in the workplace. Develops and implements a corporate wellbeing strategy that empowers managers to build and sustain a strong workplace culture and positive wellbeing.
- **Collaborates strategically** with the WHS Consultant to contribute to the development of a contemporary WHS framework aligned with current and emerging legislation, applying sound judgement and awareness of organisational priorities.
- **Provides specialist, evidence-informed advice and support** to managers and employees on matters relating to employee wellbeing and psychosocial hazards in the workplace, leading and delivering priority prevention, early intervention and psychosocial risk-mitigation activities that align with organisational priorities and legislative obligations. .
- **Plans, implements and evaluates** tailored wellbeing programs and initiatives, including the design and facilitation of training, ensuring programs are fit-for-purpose and aligned with organisational needs.
- **Develops wellbeing policies**, projects, budget submissions and strategy papers for Corporate endorsement, demonstrating analytical capability and strategic thinking
- **Builds productive working relationships** and works collaboratively with internal/external stakeholders at all levels including Corporate Executive, wellbeing providers and other organisations, to support the delivery of wellbeing and WHS outcomes.

- **Coordinates key wellbeing and employee support programs** including, but not limited to, the Peer Support Program, Employee Recognition Program, Employee Assistance Program, and Mental Health First Aid Program.. Oversees training, mentorship, program promotion and associated change management activities.
- **Operationalises WHS strategy** by developing practical policies, procedures, systems and processes that enable managers to identify, assess and mitigate psychosocial risks in the workplace.
- **Manage reported WHS incidents** that contain psychosocial elements, applying sound incident assessment/investigation, identification of hazards and appropriate controls measures, and ensuring appropriate follow-up.
- **Provides technical expertise and support** to the WHS Consultant/Officers relating to wellbeing and psychosocial hazards in the workplace, informing injury management strategies and organisational responses.
- **Participates in the development of corporate emergency response plans** as a WHS technical expert.
- **Provides effective leadership** across P&C, role modelling DTMI cultural values and ensuring engagement is aligned with the collaborative business partnership approach.
- **Demonstrates accountability, professionalism, integrity and respect** consistent with DTMI Values, the Code of Conduct and the public sector Code of Ethics.
- Undertakes other duties as required in accordance with P&C strategy and workload priorities.

## Work related requirements

The following criteria are to be applied within the context of this position, which includes alignment to the Department's values.

### Criteria:

#### Essential:

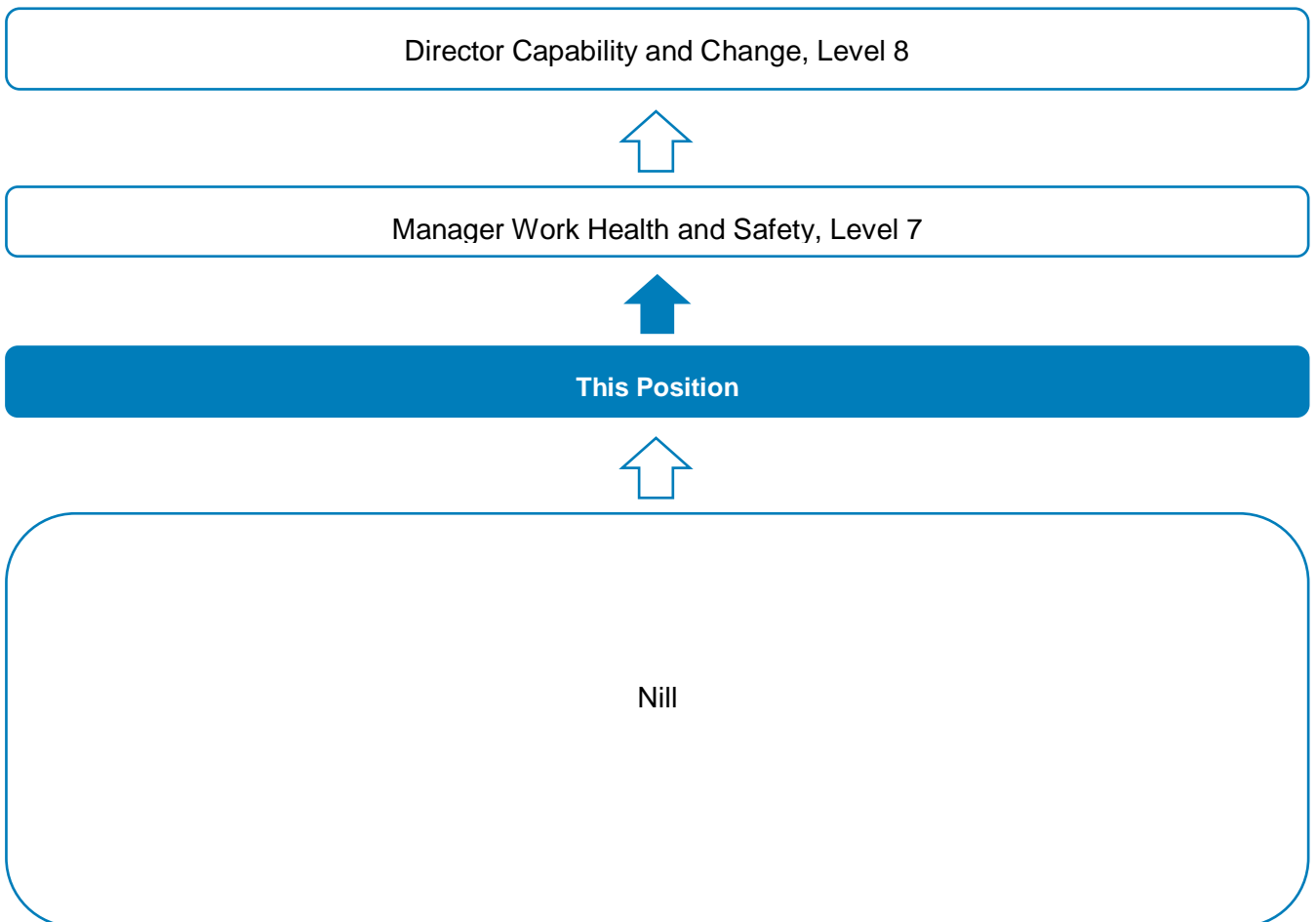
1. Considerable knowledge of contemporary workplace psychosocial safety and WHS practices with the ability to develop, implement and evaluate a range of strategies that support the improvement of psychosocial safety and wellbeing outcomes in a large, complex and multidisciplinary organisation.

2. Considerable experience in designing and implementing workplace programs to promote psychosocial safety, workplace wellbeing and safety, including the design and delivery of training and capability-building initiatives.
3. Well-developed communication, interpersonal and stakeholder management skills with the ability to engage, negotiate and work collaboratively with a range of internal and external stakeholders in the delivery of programs and services.
4. Well-developed research, conceptual and analytical skills to identify trends, assess risk and inform the development of strategic programs designed to meet business needs.
5. In-depth knowledge and experience in the practical application of the *Work Health and Safety Act 2020*, *Work Health and Safety (General) Regulations WA 2022* and relevant WorkSafe WACodes of Practice.

**Desirable:**

Relevant certification(s)/qualification(s) would be highly regarded.

## Reporting relationships



## Allowances/Special conditions

1. A current national police clearance certificate incorporating criminal and traffic convictions and infringements is required for this position.
2. Occasional travel to and from metropolitan and regional offices may be required

## Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

**Chief People Officer**  
**People and Culture**