



Title	Principal WHS and Wellbeing Consultant	Classification	Level 7
Number	946496	Group	Corporate Support
Reports to	Chief People Officer	Division	People and Culture
Supervises	0	Branch	

Commission Overview

The Insurance Commission of Western Australia (Insurance Commission) is a Government Trading Enterprise that provides motor injury insurance to Western Australian motorists and manages the self-insurance arrangements of the Western Australian Government through its Government Insurance division. The Insurance Commission also invests and manages funds to meet insurance liabilities, and advises Government on insurance.

Our Values

We are committed to a high performance culture which values accountability, professional integrity and respect.

Business Unit Overview

The People and Culture business unit is dedicated to shaping a modern, inclusive, and high-performing workforce that aligns with organisational goals and values. It oversees the full spectrum of workforce functions, including strategic workforce planning, skills and capability development, talent acquisition and retention, employee experience and diversity initiatives, payroll, industrial relations, and work health and safety. Through innovative practices and robust governance, the unit ensures compliance, fosters engagement, and delivers a compelling Employee Value Proposition that attracts and inspires talent across a diverse employment landscape.

Position Overview

Provides specialist Work Health Safety (WHS) and Wellbeing expertise to support a safe, healthy and psychologically safe workplace. The role leads the development, implementation and continuous improvement of the safety management system, ensuring the Insurance Commission meets its legislative obligations and ISO-45001 standard. It partners with leaders across the organisation to build risk competency, influence safe work design, and foster a culture that proactively manages physical and psychosocial risks for sustainable wellbeing.

Position Responsibilities

STRATEGIC LEADERSHIP

- Lead and drive a contemporary WHS and wellbeing service that sets a gold standard for safety performance and culture across government departments and agencies.



- Provide data and expert advice to the Board and Executive Leadership to support effective WHS governance through Officer due diligence regarding risks and effectiveness of controls.
- Influence, coach, and consult with senior leaders and key stakeholders to embed shared accountability for WHS and wellbeing outcomes, empowering leaders to actively manage safety and fostering a positive safety culture.
- Lead the development and delivery of WHS and wellbeing strategies, frameworks and initiatives aligned with legislative requirements, ISO-45001, organisational objectives, and diversity and inclusion priorities.
- Develop and maintain effective internal and external partnerships, representing the Commission in WHS and wellbeing forums, committees and with regulators and professional bodies.

WORK HEALTH AND SAFETY

- Provide high-level strategic advice, leadership and direction on WHS management systems, risk mitigation strategies and regulatory compliance.
- Identify, assess and support the management of physical and psychosocial hazards in accordance with legislative requirements, ISO-45001 and best practice.
- Maintain and update the organisational WHS Risk Register, following best practice risk controls.
- Responsible for the delivery of an integrated health, safety and wellbeing management system (SMS) to ensure a compliant and quality service is provided through:
 - Hazard identification, assessment and control
 - Documenting safe work procedures
 - Worker consultation through the WHS Committee and other avenues
 - Training, education and awareness of health, safety and wellbeing, and compliance
 - Inspections and audits of facilities and processes
 - Collating and analysing safety data, with appropriate recommendations, in high-quality reports to the Executive and Board.
- Manage incident investigation and root cause analysis to prevent recurrence.
- Administer the safety management system software which supports the reporting function.
- Provide advice on visitor and contractor safety compliance, including induction processes.

INJURY PREVENTION AND MANAGEMENT

- Manages the provision of an effective claims' management and injury management service that ensures compliance with worker's compensation statutory obligations and is integrated with work health and safety initiatives.
- Manage the development, implementation and review of systems for incident reporting, investigation, injury prevention and workers' compensation compliance.
- Oversee complex injury management and return-to-work programs, ensuring alignment with WHS strategies and organisational objectives.
- Oversees the development and coordination of the agency's employee wellbeing program, incorporating proactive and evidence-based initiatives.



REPORTING

- Manages the implementation of information systems to create workplace health and safety records and generate accurate and timely data, including trend analysis, to support Officers' due diligence.
 - Support the optimisation of WHS technology solutions and data quality to improve WHS reporting, dashboards and analytics to support evidence based decision making and continuous improvement.
 - Responsible for reporting notifiable incidents to the Regulator.
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Corporate Responsibilities

- Exhibits accountability, professional integrity and respect consistent with the Insurance Commission's Values and Code of Conduct, and the public sector Code of Ethics.
 - Ensures all correspondence is to a professional standard consistent with the style guide.
 - Performs other duties as directed.
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Work Related Requirements

Capability to:

1. Apply WHS legislation, regulations and codes of practice, to deliver organisational outcomes within a complex organisation.
 2. Apply knowledge of ISO-45001 (Occupational Health and Safety Management Systems) compliance requirements.
 3. Lead and deliver organisational WHS outcomes, including the development, implementation and evaluation of WHS safety management systems, policies, processes and program initiatives.
 4. Provide high level strategic advice, leadership, and direction in the assessment and management of WHS risks and communicate complex WHS and wellbeing information to the Board and Executive.
 5. Lead incident investigation and root cause analysis.
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Pre-employment requirements

- A satisfactory National Police Clearance no more than six months old
 - 100 point identity check
 - Satisfactory evidence of Australian residency status or the right to work in Australia
 - Satisfactory evidence of essential qualifications or Professional Memberships (where applicable)
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Award/Agreement

Government Officers (Insurance Commission of Western Australia) Award 1987

Government Officers (Insurance Commission of Western Australia) General Agreement 2024



Certification

Approved by the delegated authority and registered on:

13 April 2026