



## JOB DESCRIPTION FORM

### Senior Work Health and Safety Consultant (CCC0677)

Corporate Services Directorate

#### POSITION DETAILS

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Classification Level:	6
Award/Agreement:	CCC Industrial Agreement 2013 (or subsequent replacements)
Position Status:	Up to 5 year appointment
Organisation Unit:	Human Resources
Responsible To:	Chief Human Resources Officer L8
Direct Report:	NIL

#### ROLE SPECIFIC RESPONSIBILITIES

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The Corporate Services directorate ensures the delivery of high quality corporate support services to the Commission. This includes the effective and efficient delivery of human resources and work health and safety, financial services, information management and technology services.

The Senior Work Health and Safety (WHS) Consultant is responsible for providing advice and consultancy services on a broad range of WHS matters for the Commission. The officer leads the development, implementation and continuous improvement of WHS systems, programs and initiatives across the agency to promote a proactive safety culture and reduce organisational risk. The position drives and delivers change and reform initiatives required to ensure compliance with the *Work Health and Safety Act 2020 (WHS Act 2020)* and associated regulations.

- Leads the development, implementation and review of WHS strategies, frameworks, policies and procedures aligned with legislative and organisational requirements.
- Provides authoritative advice to senior leaders on WHS risks, compliance obligations and emerging issues.
- Leads organisational WHS improvement initiatives and promote a positive safety culture.
- Provides expertise, leadership, direction and advice on WHS management, risk mitigation strategies and regulatory requirements.
- Develops, implements and reviews WHS strategies, frameworks, policies and procedures aligned with legislative and organisational requirements. .
- Manages the Employee Assistance Program (EAP) contract, injury management, workers compensation and WHS, fitness for work.

- Coordinates complex incident investigations and root cause analyses.
- Prepares investigation reports, recommendations and corrective action plans.
- Monitors implementation of corrective actions and evaluate effectiveness.
- Manages notifications and liaison with regulators where required.
- Monitors and evaluates WHS management systems, compliance programs and performance metrics.
- Conducts audits, inspections and assurance activities to identify gaps and opportunities for improvement.
- Analyses WHS data and trends to inform decision-making and reporting.
- Maintains accurate WHS records and reporting systems.
- Coaches and supports managers and staff in effective WHS practices.
- Provides WHS inductions, general WHS education and information sharing, and coordinate external WHS training providers as required.
- Promotes continuous improvement and shared accountability for workplace safety.
- Establishes and maintains effective relationships with internal and external stakeholders.
- Represents the agency on interagency working groups, committees and forums.
- Liaises with regulators, insurers, service providers and other government agencies as required.

## ESSENTIAL CAPABILITY REQUIREMENTS

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Five core capabilities form part of the Commission's Capability and Leadership Framework. They define the desired behaviours and capabilities required for successful performance at the Commission. Each capability is supported by a set of behavioural indicators which are accessible from the Commission's website.

Applicants will be assessed on the following essential capability requirements and will need to ensure consideration is given to the behavioural indicators relevant to the classification level and within the context of the advertised role.

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| <b>Shapes and manages strategy</b>                       | <ul style="list-style-type: none"> <li>• Anticipates, analyses and manages emerging issues. Develops innovative solutions to complex problems.</li> </ul>   |
| <b>Achieves results</b>                                  | <ul style="list-style-type: none"> <li>• Works independently and manages individual deliverables, as required. Proactively collaborates with others to achieve results.</li> </ul>  |
| <b>Builds productive relationships</b>                   | <ul style="list-style-type: none"> <li>• Proactively builds trust and effectively collaborates and maintains relationships with a diverse group of stakeholders.</li> </ul>   |
| <b>Exemplifies personal integrity and self awareness</b> | <ul style="list-style-type: none"> <li>• Displays judgement, initiative and professionalism and encourages these standards in others. Continually develops self and others.</li> </ul>  |
| <b>Communicates and influences effectively</b>           | <ul style="list-style-type: none"> <li>• Communicates complex information in a clear and compelling manner for the target audience</li> </ul>   |
| <b>Role Specific</b>                                     | <ul style="list-style-type: none"> <li>• Significant knowledge and skill in WHS, workers compensation and injury management, including the development, implementation, management and evaluation of WHS safety management systems, policies, processes and program initiatives.</li> <li>• Qualifications in Work Health and Safety. <b>(Desirable)</b></li> </ul> |

## WORK HEALTH AND SAFETY REQUIREMENTS

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You will take reasonable care to protect your own safety and health at work, and that of others by adhering to the safety and health policies and procedures of the Commission and complying with all provisions of the *Work Health and Safety Act 2020*.

## PRE EMPLOYMENT REQUIREMENTS

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To be appointed to the position of **Senior Work Health and Safety Consultant** you will need to:

- be an Australian citizen or be immediately eligible for Australian Citizenship;
- undergo and maintain stringent security vetting (NV1);

## CERTIFICATION

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

Emma Johnson



26/05/2026

CHIEF EXECUTIVE

Signature

Date