



Job Description

WHS and Injury Management Consultant Level 5

Position Number:	20002647	FTE:	1.0
Division	Corporate Services	Agreement/Award:	Government Officers' Salaries, Allowances and Conditions Award 1989, Public Sector CSA
Branch:	People and Culture		
Location:	Murdoch		Agreement 2024 or as replaced

Reporting Relationships

Reports to

Principal WHS and Injury Management Consultant, Level 6

Other officers reporting to the above office:

WHS & Injury Management Consultant, Level 5

This Office – officers under direct responsibility

Nil

Key Role Statement

The Work Health and Safety Consultant provides consultation, advice and support on all Work, Health, and Safety (WHS) matters. The role provides operational services including development and delivery of training, advice to leadership, representation, and administration on a range of organisational WHS risks; and contributes towards the research, development, and implementation of strategies to improve physical and psychosocial health in the workplace.

Key Responsibilities

- Implements and communicates WHS strategies and assists with the development, implementation, and monitoring of the college's Safety Management Systems.
 - Undertakes investigations into workplace incidents, hazards and near misses to determine the cause and identify appropriate and effective controls to minimise the risk of recurrence.
 - Provides a responsive and high quality WHS advisory, training and compliance support service, including auditing and assessments.
 - Consults, engages, and develops/maintains positive relationships with Senior Officers, Safety and Health Representatives, employees, and others regarding the identification and management of incidents, hazards, and risks.
 - Supports the coordination of the college WHS Committees and arrangements for the provision of relevant training of safety and health representatives.
 - Maintains appropriate and accurate records for all processes.
 - Undertake research and analyses trends to identify risks and provide WHS reports as required.
 - Assists and advises on non-compensable injury management, return to work and recovery at work.
 - Develops and updates online learning resources for WHS for managers training.
 - Undertakes projects, maintains WHS systems and supports policy development, as required.
 - Acts with the highest standard of honesty and integrity demonstrating behaviour and decision-making in line with the Public Sector Code of Ethics, SM TAFE Values, and the Staff Code of Conduct.
 - Takes all reasonable care for the safety, health and wellbeing of self and others by adhering to all applicable work health and safety legislation, policies, and procedures.
 - Demonstrates the behaviours detailed in the Public Sector Commission's - Leadership Expectations.
 - Undertakes other duties, as required.
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Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted the Public Sector Commission's - [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is [Personal Leadership](#).

Selection Criteria

Essential

- Experience providing a consultancy service on Work, Health and Safety matters in a large organisational context.
- High level verbal and written communication skills, including the ability to influence others and negotiate outcomes.
- Demonstrated analytical, investigation and problem-solving skills with the ability to evaluate information, provide recommendations as well as identify current trends and issues; and plan the implementation of appropriate strategies.
- Knowledge of and experience in using various risk management and incident investigation techniques.
- Ability to work as the member of team and collaborate in the achievement of corporate outcomes.

Desirable

- Possession of, or progress towards, a relevant tertiary qualification.
- Knowledge of WA Workers Compensation and Injury Management legislation.

Other Requirements

- A Department of Education nationally coordinated criminal history check.
 - Current 'C' or 'C-A' class drivers' licence and the willingness to travel to various locations to support organisational needs.
 - May be required to work from any college campus.
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CERTIFICATION

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

Business Unit Manager		Director People and Culture	
Name:		Name:	
Signature:		Signature:	
Date:		Date:	
Reviewed:			