



Job Description Work Health and Safety Consultant Level 5

Position Number 10000119, 10000120

Division Corporate Services

Branch People, Culture and Safety

Location Leederville

FTE 1.0

Agreement/Award *Government Officers Salaries, Allowances and Conditions Award 1989*
Public Sector CSA Agreement 2024 or as replaced

Leadership Context
[Leading Others \(Knowledge\)](#)

Reporting Relationships
Reports to:
Manager Safety and Injury Management, Level 7

Direct Reports: Nil

Indirect Reports: 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.

Our Values



Respect



Integrity



Student centred



Accountability



Innovation



Professionalism

Our Culture

A Caring Culture is created through the decisions we make, the behaviours we model, and the standards we uphold. We embody the spirit of the public service by acting in the public good, building relationships based on trust, and working in culturally informed ways. At NMTAFE, caring means supporting one another, valuing inclusion, and staying connected to the purpose behind our work.

Our Leadership Expectations

We believe everyone is a leader, whether leading a team, a technical function, or leading themselves. Our people embrace the expected mindsets and behaviours in [Building Leadership Impact](#). We support growth in ways that suit development goals, whether that means excelling in your current role or progressing your career.

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.
- Maintains appropriate and accurate records for all processes.
- Assists and advises on non-compensable injury management.
- Create a safe and inclusive environment by applying Work Health and Safety laws, Public Sector Standards, and Equal Employment Opportunity principles.
- Contribute to a caring culture by modelling NMTAFE's Values, Code of Conduct, and the Public Sector Code of Ethics in all my decisions and interactions.
- Undertakes other duties as directed.

Selection Criteria

Essential

1	Experience providing a consultancy service on Work, Health and Safety matters in a large organisational context.
2	High level verbal and written communication skills, including the ability to influence others and negotiate outcomes.
3	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.
4	Ability to work as a member of the 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

- May be required to work from any College campus.

Certification

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

Business Area Director

Name

Date

Delegated Authority

Name Blake Cooper

Date 17 February 2026