

Work Health Safety Consultant

Level 5, Full Time, 37.5 hours per week
Human Resources Branch
Business Services Division, Perth Office

Job Description

The Work Health Safety (WHS) Consultant provides advice and support on matters relating to WHS practices across the organisation. Develops and implements WHS strategy and systems that align with compliance and due diligence requirements. Drives safety culture, provides operational support and works closely with internal stakeholders to ensure effective implementation of the safety management system. Provides hands on support in developing safety practices, wellbeing, resilience and mental health initiatives. Ensures compliance to the Safety Management Plan, through audit and review and reports on WHS Performance. Fulfils the role of Injury Management Coordinator, for both compensable and non-compensable injuries.

About Legal Aid Western Australia

Legal Aid Western Australia provides information and resources to assist the community with their legal concerns and offers a range of services aimed at target groups or individuals with particular legal problems. Through our regional offices and main office in Perth and working in partnership with private practitioners and other service providers, we are committed to providing equitable access to services, regardless of regional and time constraints.

Assistance is designed to help people resolve their problems at the earliest opportunity, to improve their access to the law, to avoid unnecessary litigation, and to ensure that legal representation is in keeping with community expectations of fairness.

Our Vision, Mission and Values

Vision

Equitable access to justice to support a fair and safe community.

Mission

To assist the community by providing quality and timely legal help to those who need our assistance.

Values

Making a difference: We're committed to helping people understand and protect their rights.

Client-centred: We put clients at the centre of everything we do.

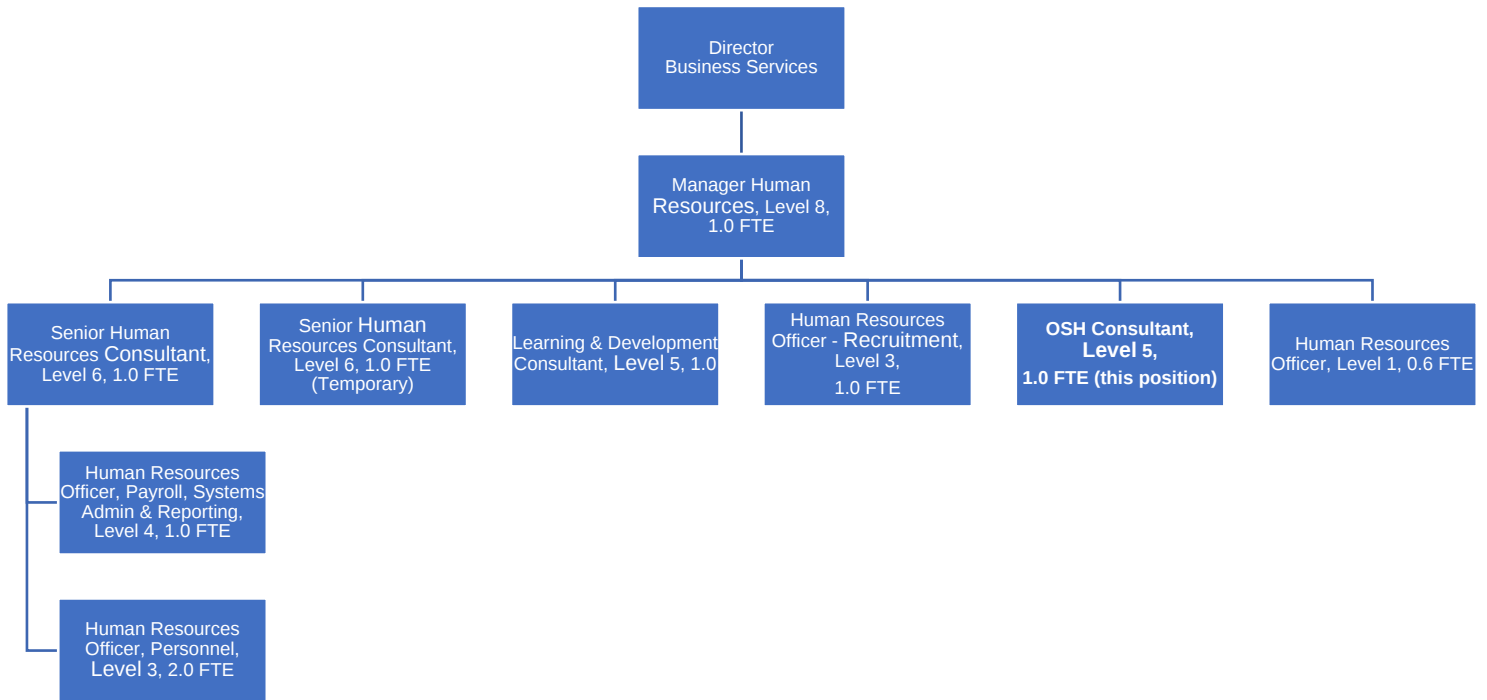
Respect: We care about our clients and the community in which we live.

Innovation: We're committed to continuous improvement

Transparency: We are an open and accountable organisation.

Reporting Relationships

Business Services Division, Human Resources Branch



Scope of Duties

- Provides WHS advisory and compliance support services.
- Receives and reviews incident reports and undertakes or coordinates investigations as appropriate. Makes recommendations regarding corrective or preventative actions arising from those investigations. Monitors the implementation of actions to eliminate or mitigate risk.
- Ensures effective incident reporting methods or systems are available and maintains accurate and timely records.
- Supports the development of WHS goals, strategy development and planning. Monitors changes in relevant legislations, performs gap analysis and provides recommendations to the business to drive improvement.
- Builds and maintains effective working relationships with team members and internal and external stakeholders, including external consulting services.
- Manages WHS reporting, inclusive of incident statistics and monitoring of objectives and targets. Develops and prepares reports for the Executive team and the Commission's Audit Committee.
- Coaches and mentors internal stakeholders to drive safety culture and support the effective implementation of the Safety Management Plan, policies and procedures.
- Provides hands on assistance in operational risk management.
- Fulfils the role of Injury Management Coordinator, provides advice and assistance in relation to injury management and return to work activities. Liaises with external stakeholders. Develops, implements and monitors injury management programs to assist support return to work activities for injured employees in conjunction with line managers.
- Coordinates LAWA's appointment and training of first aid, fire warden and OSH Representatives and ensures appropriate membership and training.
- Conducts or coordinates ergonomic assessments, makes recommendations and orders and implements new equipment.
- Ensures effective record keeping for all OSH related matters.
- Performs other duties as required.

Selection Criteria

All selection criteria will be assessed through interview or alternative selection methods.

ESSENTIAL

- Comprehensive understanding of Western Australian safety and workers compensation legislation.
- Demonstrated experience in developing and implementing safety systems, policies and procedures.
- Demonstrated conceptual, problem solving, time management and analytical skills.
- High level communication skills, including the ability to influence others to take ownership of shared goals and negotiate outcomes.
- Demonstrated experience in the use of MS Office software and databases, including developing and producing reports.
- Demonstrated experience leading and conducting incident or hazard investigations and recommending and implementing appropriate solutions to eliminate or mitigate risk.

ESSENTIAL REQUIRED CORE COMPETENCIES

These are essential criteria for appointment to all Legal Aid WA positions. Refer to the Core Competencies Matrix in the Application Guidelines.

- Committed to the principles of social justice.
- Values people, partnership and teamwork. (High Priority)
- Willingness to learn and share knowledge with others. (High Priority)
- Outcome and service focused. (High Priority)

QUALIFICATIONS / LICENSES / OTHER

It is important that you set out clearly in your application a summary of your qualifications and attach a copy of relevant qualifications with your application.

- Completion of or progress towards a Diploma or tertiary qualification in Health and Safety. (Desirable)
- 'C' or 'CA' Class Western Australian Driver's licence or equivalent (Desirable)
- Must be available to travel to workplaces or sites across Western Australia, including overnight or short stays.

All appointments to Legal Aid Western Australia are subject to satisfactory National Police History Check and 100 point identification check.

Remuneration Information

Terms, Conditions and Benefits

- Permanent / Full Time / Perth based.
- Salary Range: Government Officers' Salaries Allowances and Conditions Award 1989 / Public Sector CSA Agreement 2019 – General Division Level 5, up to \$97,994 gross per annum.
- Benefits: 9.50% employer superannuation contributions paid to GESB or the superannuation scheme of your choice. Annual Leave Loading up to a maximum of \$1815.47 gross per annum.
- Flexible work arrangements.
- Family friendly work environment, including a dedicated Family Room, located at the Perth Office.
- Brand new modern office space (Perth office).
- End of trip facilities (Perth office).
- Four weeks annual leave per year (pro rata); fifteen days personal leave per year (pro rata); up to two public service holidays per year.
- Professional development opportunities.
- Social Club (Perth Office).