



## Consultant Psychologist – Staff Wellbeing

### Employee Support Bureau

<b>Position number</b>	00041943
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2021</a> or as replaced
<b>Classification</b>	Specified Calling Level 4
<b>Reports to</b>	Manager, Employee Support Bureau (Level 8)
<b>Direct reports</b>	Nil

#### Context

The Department's Employee Relations Directorate comprises two branches: Labour Relations and Employee Support Bureau. The Directorate is responsible for ensuring that industrial instruments and legislative frameworks are complied with and that employees are supported in a range of discrete human resource matters. It provides strategic and operational advice to the Minister, Director General, school leaders and line managers on a range of employee relations matters including:

- industrial and employee relations
- workers' compensation
- injury management
- occupational safety and health
- employee assistance and mediation programs.

The Employee Support Bureau is involved with occupational safety and health, injury management and workers' compensation functions for the whole Department.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

#### Key responsibilities

- Lead the development of innovative and evidence-based health and wellbeing programs that are consistent with Work Health and Safety (WHS) legislation, and implement policies, protocols and procedures consistent with best practice industry standards for workplace physical, mental health and wellbeing.
- Lead the development of standardised approaches for critical incident responses and mitigation of identified risks such as vicarious trauma, workplace stress and burnout to support employee psychological safety and wellbeing.
- Develop clear objectives and key performance indicators for health and wellbeing initiatives to analyse, evaluate and monitor effectiveness.
- Contribute to the Department's WHS strategy and operational plans.

- Develop and present education and training strategies and initiatives to facilitate improved awareness and build capacity across the organisation in relation to organisational health psychology, employee mental health and wellbeing.
- Maintain awareness of trends and issues for the provision and implementation of workplace mental health, health psychology and wellbeing research, including critical incident support mechanisms, in Australia and overseas.
- Project management of health and wellbeing programs which support staff including contract management of the Employee Assistance Program.
- Develop tools and resources that incorporate risk management processes and assist worksites to identify, manage and improve responses and record management of psychological hazard incidents.
- Build and maintain strategic relationships and negotiate with key stakeholders across the Department.
- Represent the Department on matters related to achieving the Department's WHS objectives and minimising and preventing health issues in the workplace.
- Coordinate, prepare and deliver evidence-based, high quality written and verbal advice to government committees or other authorities where psychological expertise is required.

### **Selection criteria**

1. Demonstrated substantial experience in developing, implementing and evaluating health and wellbeing programs in complex multi-disciplinary organisations.
2. Demonstrated substantial experience managing and advising on complex organisational mental health and relationship issues and updating and maintaining knowledge of health and safety best practice.
3. Demonstrated ability to develop strategies for improving leadership capability and organisational culture relating to psychological health and safety.
4. Demonstrated high-level project and crisis management skills, including ability to successfully implement processes, deliver outcomes, and meet challenging deadlines.
5. Demonstrated advanced written and verbal communication skills and ability to build, maintain and influence strategic partnerships with internal and external stakeholders.

### **Eligibility and training requirements**

Employees will be required to:

- hold an appropriate degree or equivalent qualification which entitles general registration with the Psychology Board of Australia (PsyBA)
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

### **Certification**

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

### **ENDORSED**

Date            12 November 2021  
Reference    D21/0638247