

## Wellbeing Consultant

Level 6, Full Time, 37.5 hours per week  
Human Resources Branch  
Business Services Division, Perth Office

### Job Description

The Wellbeing Consultant is responsible for delivering Legal Aid WA's Wellness Strategy. This includes developing, implementing and evaluating a range of evidence based tailored projects, initiatives and programs that contribute to the wellbeing of Legal Aid WA staff, contractors and volunteers in all of our workplaces (thereafter referred to as workers).

### About Legal Aid Western Australia

Legal Aid WA provides legal assistance services across Western Australia and the Indian Ocean Territories. We serve the broader community by providing information and legal advice with a focus on the prevention and early resolution of legal problems. We prioritise more intensive services, such as representation and mediation, to those who need them most. Legal Aid delivers through a network of ten offices, 16 Virtual Offices, 53 outreach locations and over 450 private lawyers across the State. We have a statutory duty to deliver legal aid in the most effective, efficient and economical manner. Legal Aid WA reports to the State Attorney General.

### 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.

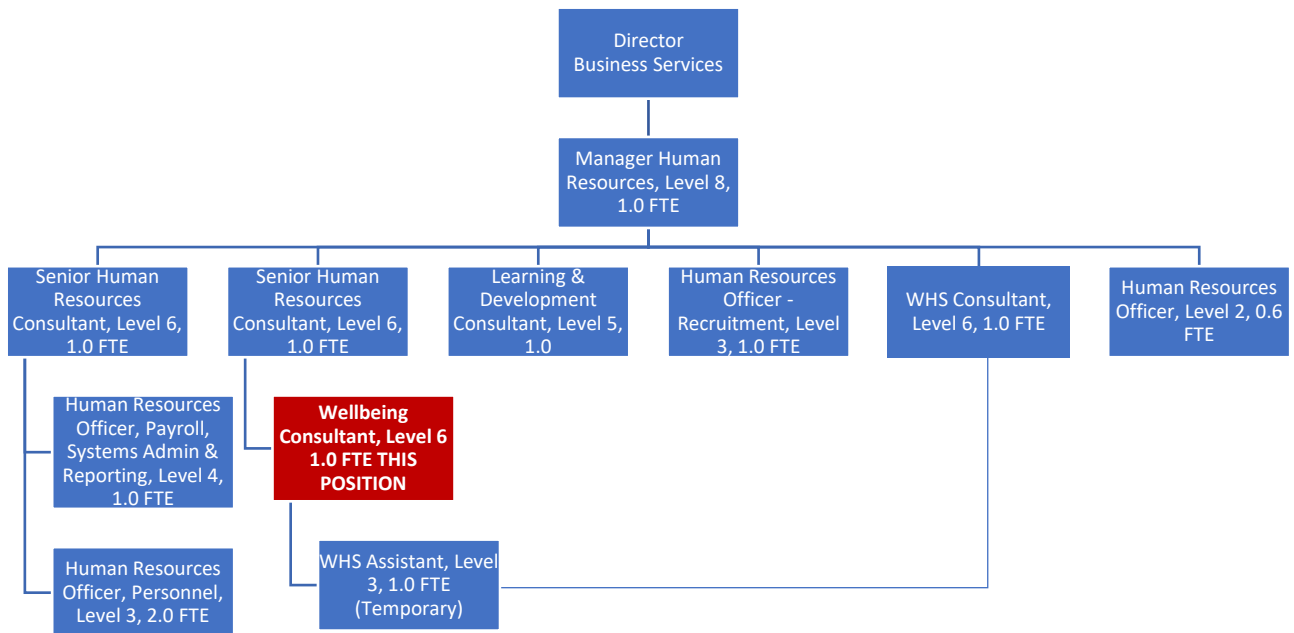
Respect: We care about our clients and the community in which we live.

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

- Deliver priority mental health and wellbeing prevention and risk mitigation activities in accordance with Legal Aid WA's Wellness Strategy. Review and evaluate the Strategy as required, ensuring it continues to address the psychological wellbeing needs of Legal Aid WA's workers.
- Undertake research and analysis to support the development of key evidence-based wellbeing projects, initiatives and programs across Legal Aid WA.
- Plan, implement and evaluate tailored wellbeing programs, to include facilitation of identified training to LAWA workers.
- Prepare a range of program related documents, including status updates, reports, budget submissions and discussion papers.
- Provide an advisory and consultancy service to managers across Legal Aid WA in relation to psychological wellbeing in the workplace.
- Delegated authority for the allocated wellbeing budget ensuring the project is delivered within budget, and the most efficient use of resources.
- Develop networks and work collaboratively with stakeholders including the Executive team, Legal Aid WA staff of all disciplines in all localities, Employee Assistance Program providers, psychologists, training providers and other organisations.

- Manage the administrative support including day to day supervision, training, performance appraisals and development.
- Coordinate the Wellness Mentor and Mental Health First Aid programs including training and supervision and program promotion.
- Chair the *Professional Wellbeing Committee* and report to the *Work Health & Safety Working Group*.
- Role model LAWA's values and contribute to a collegiate work health safety environment.
- Perform other duties as required.

## **Selection Criteria**

*The selection criteria will be assessed through interview or alternative selection methods.*

### **ESSENTIAL**

- Knowledge of contemporary workplace psychological health and safety practices, and an ability to relate that to an organisation providing holistic legal services to disadvantaged members of the community across Western Australia.
- Demonstrated experience in designing and implementing programs to promote psychologically healthy workplace cultures, including delivery of training.
- Strong stakeholder management skills with a demonstrated ability to influence, manage relationships effectively, negotiate with internal and external stakeholders and resolve conflict to achieve objectives.
- Well developed interpersonal skills, with demonstrated ability in providing appropriate support to staff and others who are experiencing challenging life events.
- Strong conceptual and strategic planning abilities including the ability to identify and manage risks, and manage competing demands for financial and other resources.
- Demonstrated ability in completing research, analysis and evaluation, and report writing.
- Demonstrated ability to champion change, to lead by example, self reflect and support continuous improvement as part of a leadership team.
- Ability to travel to regional offices periodically.

### **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.
- Willingness to learn and share knowledge with others.
- Outcome and service focused.

## QUALIFICATIONS / LICENCES

*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.*

- Tertiary qualification in a related subject matter. **(Desirable)**

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.
- Salary Range: Government Officers Salaries Allowances and Conditions Award 1989 – Public Sector CSA Agreement 2021. General Division Level 6 - \$103,966 to \$114,590 gross per annum
- 10.5% 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.
- Excellent salary packaging scheme. Subject to the requirements of relevant taxation legislation, rulings and determinations, employees of Legal Aid WA are able to salary package a percentage of base salary as a combination of “cash” and benefit items. Non-cash benefit items include: superannuation, lease of motor vehicle for private use, home mortgage payments, home rental payments, school fees, health and life insurance, living expenses and meal entertainment.
- Flexible work arrangements.
- Family friendly work environment, including a dedicated Family Room located at the Perth Office.
- Modern office space and well equipped end of trip facilities.
- 37.5 hour full time working week.
- Leave entitlements including 4 weeks Annual Leave per year. 15 days personal leave per year. annual leave, personal leave, 3 public service holidays per year (in accordance with Award provisions), long service leave after 7 years. Options to purchase leave may be available.
- Fully subsidised annual CPD training and relevant professional memberships. In addition, learning and professional development and study leave opportunities are available.
- Social Club, which operates from the Perth Office.