



## Senior Project Officer – Work Health and Safety Employee Relations

<b>Position number</b>	00041234
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 6
<b>Reports to</b>	Principal Consultant, Health and Safety (Level 7)
<b>Direct reports</b>	Nil

### Context

The Workforce Division comprises Employee Relations, Staff Recruitment and Employment Services, and Workforce Policy and Coordination. The Division is responsible for the provision of a range of human resource functions to Departmental business units and staff at all levels, including:

- industrial and employee relations
- workers' compensation, injury management and occupational safety and health
- staffing and employment services
- strategic human resource planning
- strategic human resource policy advice and evaluation.

The Employee Relations 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. The Directorate is made up of two branches: Labour Relations and Employee Support Bureau. It provides strategic and operational advice to the Minister, Director General, school leaders and line managers on a range of employee relations matters.

The Employee Support Bureau handles work health and safety (WHS), 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

- Assist with the development, implementation, and review of the Department's WHS strategies, action plans and resources.
- Develop and provide reports and briefings related to the Department's WHS performance and the effectiveness of the WHS management systems.
- Assist to develop, implement and review WHS policies, procedures and processes.

- Coordinate, implement, monitor and report on WHS projects and initiatives in a timely manner.
- Develop and maintain effective working relationships with internal and external stakeholders.
- Participate on working parties and advisory groups relating to WHS, as required.
- Provide advice and support to senior management on matters pertaining to WHS.
- Assist with reviewing, monitoring and evaluating the effectiveness of the Department's WHS management system.
- Prepare Ministerial correspondence, briefing notes, reports, discussion papers, submissions and policy briefings on matters pertaining to WHS in a timely manner.
- Undertake research and analysis of state, national and international trends, issues and strategies relevant to WHS.
- Undertake research and analysis of internal WHS related trends, issues, and performance.
- Collaborate and negotiate with internal and external stakeholders to ensure systems and processes meet WHS requirements.
- Assist the Health and Safety consultants with other duties, as required.

### **Selection criteria**

1. Demonstrated experience in delivering system wide Work Health and Safety projects and initiatives in a large and complex organisation.
2. Demonstrated highly developed written communication skills, including extensive experience in preparing reports, correspondence and briefing notes for senior leadership.
3. Demonstrated highly developed oral and interpersonal communication skills, including the ability to collaborate effectively with a wide range of stakeholders in a range of contexts.
4. Demonstrated highly developed conceptual and analytical skills, including the ability to identify and clarify issues and problems and generate strategies to address them.
5. Demonstrated experience in planning, coordinating, implementing, monitoring and evaluating projects to deliver outcomes within agreed timelines.

### **Eligibility and training requirements**

Employees will be required to:

- hold a tertiary qualification in relevant field (for example Work Health and Safety, Allied Health, Industrial Relations, Project Management) or equivalent substantial experience
- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- hold a current Western Australian driver's licence
- undertake travel throughout the state, including overnight stays, if required
- complete the Department's induction program within 3 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 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

## Certification

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

## ENDORSED

Date 5 March 2024  
Reference D24/0148365