



Health and Safety Consultant

Employee Support Bureau

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| Position number | Generic |
| Agreement | Public Sector CSA Agreement 2021 or as replaced |
| Classification | Level 5 |
| Reports to | Principal Consultant, Occupational Safety and Health (Level 7) |
| Direct reports | Nil |

Context

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

- industrial and employee relations
- workers' compensation, injury management and work health and safety
- 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 to find out more information about the Department of Education.

Key responsibilities

- Provide consultancy advice to Directorates, senior management, regions, schools and other workplaces on WHS management issues, to facilitate a best practice approach to health and safety and meet all the statutory requirements relating to WHS.
- Provide operational advice, support and services to senior management, principals and line managers to improve WHS performance.

- Develop communication and information strategies to promote awareness of health and safety matters and understanding of roles and responsibilities.
- Assist in planning, developing, implementing, and reviewing WHS related policies, systems, initiatives and procedures to improve workplace safety and prevention strategies.
- Conduct analysis of data and trends relating to injuries, incidents, hazards and WorkSafe orders and assist with developing plans and prioritising strategies to reduce the risk of injury and harm.
- Assist in planning and developing a variety of forums to deliver information and advice on WHS, risk management and the prevention of injuries in the workplace and participates in forums as required.
- Develop and maintain effective working relationships with internal and external stakeholders, agencies and other parties.
- Review accident/incident and hazard reports and investigations data and information to provide advice regarding implementation of preventative measures.
- Contribute as part of the WHS team to developing Branch strategic and business planning processes.

Selection criteria

1. Demonstrated well developed verbal and written communication skills, including the ability to liaise effectively with stakeholders at all levels.
2. Demonstrated considerable skills and experience in providing professional advice to clients about WHS issues, practices and initiatives.
3. Demonstrated considerable knowledge and application of relevant WHS legislation, policy and practices.
4. Demonstrated well developed conceptual, research and analytical skills that assist in resolving WHS issues and development of innovative policy and procedures.
5. Demonstrated well developed interpersonal skills with the ability to work cooperatively and interact in a team environment.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- hold a valid 'C' class Western Australian Driver's Licence
- undertake travel to metropolitan and regional schools
- 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
- 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 23 January 2023
Reference D23/0033722