

JOB DESCRIPTION

Consultant Workplace Health & Safety

Level:	Level 5
Position Number:	40000034
Location:	Northam
FTE:	1.0
Division:	Capability People & Culture
Branch:	People & Culture
Agreement:	Public Sector CSA Agreement 2022
Award:	Government Officers' Salaries Allowances and Conditions Award 1989

ABOUT THIS POSITION

The Workplace Health & Safety (WHS) Consultant provides specialist advice and consultancy services to management and employees on Workplace Health & Safety issues. This role also coordinates Workers Compensation and Injury Management for the College.

POSITION'S RELATIONSHIPS

THIS POSITION REPORTS TO:

Principal Consultant Workplace Health & Safety	Kalgoorlie	Level 6
--	------------	---------

OTHER POSITIONS REPORTING TO ABOVE POSITION:

Workplace Health & Safety Officer	Kalgoorlie	Level 3
Workplace Health & Safety Officer	Geraldton	Level 3

OFFICERS UNDER DIRECT RESPONSIBILITY:

Nil

OUR VALUES

INTEGRITY

We are genuine, honest, and apply high ethical standards.

RESPECT

We treat everyone fairly, valuing the difference between people, taking their preferences into consideration, and acknowledging the rights of others.



COLLABORATION

We work together as a team and communicate openly and honestly with each other. When one does well, we all do well.

INNOVATION

We have a 'can do attitude' and seek solutions that are imaginative, championing flexible thinking and approaches.

COURAGE

We respond to challenges, take appropriate risk and accept responsibility for our actions. We are resilient and positive and show trust in each other.

KEY ROLE INFORMATION

KEY RESPONSIBILITIES OF THE POSITION:

Safety and Health Management

- Develops, implements and reviews policies and procedures to ensure that the College meets all the statutory requirements relating to Workplace Health & Safety (WHS).
- Management of incident and hazard reporting and workplace inspections in conjunction with Safety and Health Representatives and other stakeholders.
- Responsible for the induction and coordination of training for members of the Workplace Health & Safety Committee including; Safety and Health Representatives, First Aid Officers and Fire Wardens.
- Coordinate relevant training and awareness raising programs for all staff and lead in the promotion of a culture that prioritises employee safety and wellness.
- Provide specialist advice and guidance on safety and health and risk management issues.
- Maintain and update information and advice in relation to WHS policy, legislation and guidelines and provide regular staff communication via email, the internet or noticeboards.

Workers Compensation, Injury Management and Prevention:

- Develops, and implements action plans, policies and procedures to ensure the provision of professional management of workers compensation claims reducing the operational and human impact.
- Coordinate workers compensation claims and liaise with RiskCover, Work Cover and rehabilitation providers on policy matters, claim costs, lost time injuries and premium charges.
- Monitor College performance against industry benchmarks.

Emergency Management and Planning:

In conjunction with the College's Chief Fire Warden:

- Designs and maintains safety and emergency procedure manuals for the College.
- Develops evacuation procedures and facilitates evacuation drills.

Reporting:

- Reports on the College's WHS performance and maintains relevant database systems.

Risk Management and Continuous Improvement:

- Coordination of relevant safety management system audits in line with approved College and Government policy.
- Undertakes risk assessments where required and maintains the College's Risk Management register in relation to WHS issues and recommends mitigation strategies.

Other duties:

- Participates on relevant internal and external boards and committees.
- Carries out other duties as required.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to Equity and Diversity, Workplace Health & Safety, Public Sector Standards and College Code of Conduct.

SELECTION CRITERIA

The selection process includes assessing applications against the responsibilities, and the role specific requirements of the position, within the context of Leading Others and the ability to demonstrate and apply the expected leadership behaviours.

ESSENTIAL:

- Experience in providing consultancy and leadership support to managers and staff in relation to Workplace Health & Safety, Workers Compensation, Injury and Risk Management.
- Well-developed communication skills (oral and written including negotiation and influencing, report writing and presentation skills).
- Knowledge of related legislation and legislative obligations, particularly the Workplace Health & Safety Act 2020, Codes of Practice and Standards and how they impact on employment and service delivery.
- Knowledge and experience with Workers Compensation and Injury Management, procedures and rehabilitation programs.
- Well developed planning, research, conceptual and problem-solving skills with the ability to work effectively as part of a team.
- Understanding of the Equal Employment Opportunity principles and the ability to apply them in the workplace.

DESIRABLE:

- Tertiary qualification in Workplace Health & Safety.

OTHER REQUIREMENTS

- May be required to work from any College campus.
- Possession of a C or C-A Class Driver's Licence.
- A successful criminal record screening clearance (Nationally Coordinated Criminal History Check – Department of Education).

CERTIFICATION

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



Joanne Payne
Managing Director

16 September 2024

LEADERSHIP CONTEXT

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

THE LEADERSHIP CONTEXT FOR THIS ROLE IS: LEADING OTHERS.

Leadership Expectations provide a clear understanding of expected leadership behaviours for all public sector employees in different contexts. The expected behaviours (see below) should be demonstrated in the context of Leading Others for this position.

Lead collectively	You work proactively to create shared thinking and understanding across your team. You accept responsibility for contributing to the collective strategy of the College and adopt a perspective that embraces all those you lead.
Think through complexity	You think critically and strategically to solve problems and enhance effectiveness across your team.
Dynamically sense the environment	You adapt your approach to changes in the work environment that affect or may impact the ability of your team or work group to deliver outcomes. You seek to understand the root cause of problems by investigating multiple sources of information.
Deliver on high leverage areas	You identify and understand the competing priorities of your work area, prioritising essential tasks and adjusting as appropriate. You assign tasks and delegate appropriately.
Build capability	You contribute to the development of those in your team or work area by understanding their current capabilities and striving to develop them further.
Embody the spirit of public service	You ensure your work practices and those of your team or work area are in accordance with the policies and procedures of the College. You lead by example, promoting and role modelling behaviours and respect for others in all aspects of your work.
Lead adaptively	You are continually learning and adapting your personal style and approach to be effective in the changing work environment.

The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters, and community. We pay our respects to all members of the Aboriginal communities and their cultures, and to Elders both past and present.