



JOB DESCRIPTION

LEGAL AID WESTERN AUSTRALIA

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 offices, Virtual Offices, outreach locations and 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.

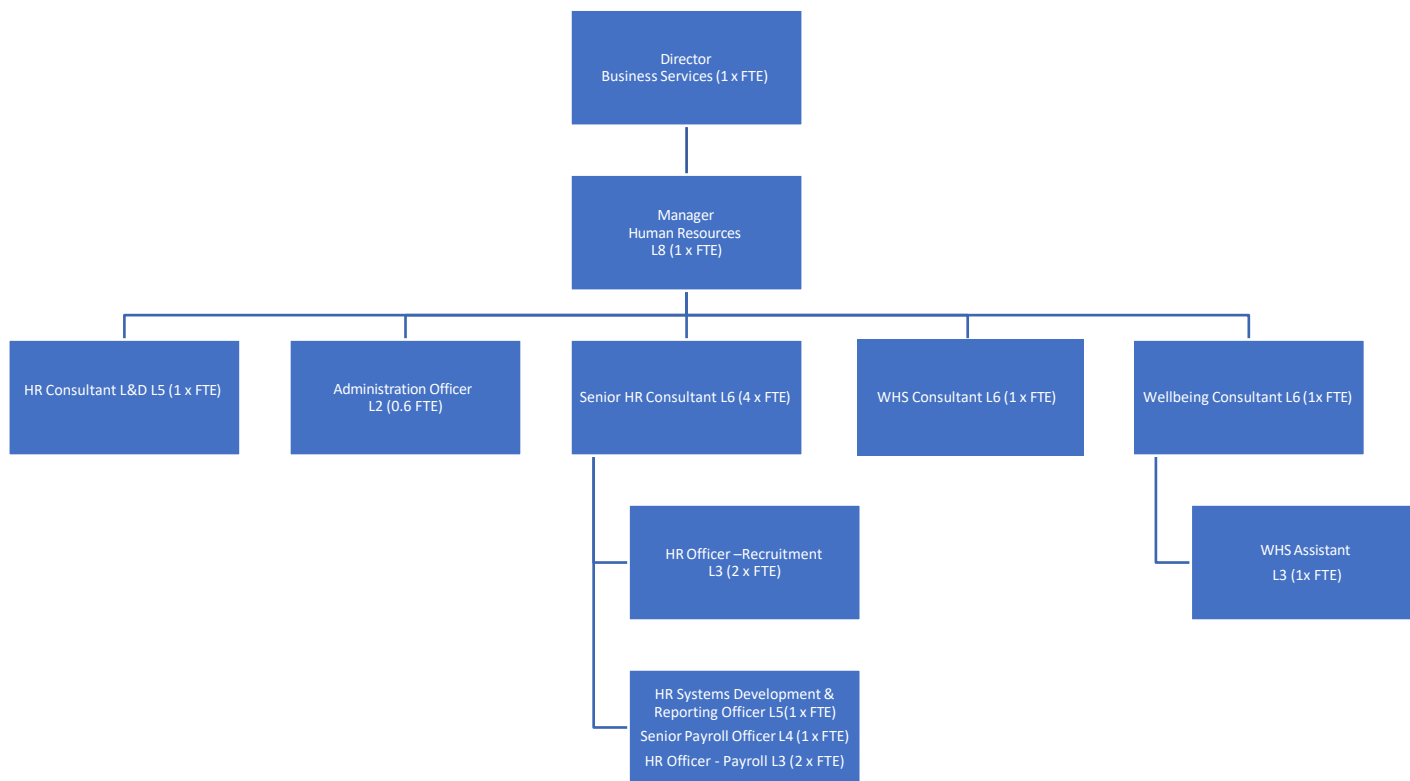
Respect: We care about our clients and the community in which we live.

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

If any of the criteria below are in bold only those bold criteria must be addressed in applicant's written application and resume. These and the remaining 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](#) on our website.

- 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.