**Senior Workplace Health and Safety Consultant, Level 6 (DPC24007)**

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| Division/Directorate:  | People Services | Reports to:  | Manager |
| Branch/Section:  | Organisational Development | Supervises:  | 1 FTE |
| Location:  | West Perth  |  |  |

# Our vision is to lead a connected government that delivers a brighter future for Western Australians.

The Department of the Premier and Cabinet (DPC) leads the public sector in providing whole-of-Government advice and support to the Premier and Cabinet in their service of the WA community.

Our areas of responsibility include Office of Digital Government, Intergovernmental Relations and Strategic Priorities, Aboriginal Engagement and Community Policy, Infrastructure, Economy and Environment and State Services.

Join us and work in a role where you can make a real difference to the lives of children, families, individuals and communities throughout Western Australia.

# Our values, *Leadership, Connection and Impact*, underpin the way we work.

The People Services directorate is multi-disciplinary and focuses on providing a wide range of services and support functions including Payroll; Human Resources; Organisational Development; Ministerial Support, Parliamentary Electorate Office support, People programs, projects and initiatives that support and enable the Department to improve outcomes for to DPC and our partners. The division operates at whole-of-agency level.

The Organisational Development (OD) Branch provides expertise and services in the following areas; Workforce Development, Workforce Planning and Workforce Health and Safety (WHS).

# About the Role and Responsibilities

This position is responsible for leading a section within the OD branch and for providing specialist advice in WHS. The position incumbent ensures that DPC meets its WHS, Workers’ Compensation and Injury Management obligations. It oversees WHS processes and documentation to ensure compliance with legislation, regulation and relevant codes. The position’s overall aim is to manage WHS risk and provide programs and initiatives to promote health and wellbeing in the workplace.

**WHS Governance**

* Monitors and maintains compliance with legislative, regulatory and codes of practice as well as internal policies, procedures and registers.
* Coordinates WHS safety management system and action plan.
* Ensures WHS induction of new workers and refresher training for existing employees.
* Leads and guides the development of work health and safety guidelines such as policies and procedures to ensure compliance with relevant legislation and public sector requirements to meet strategic and operational requirements.
* Undertakes risk management practices to manage the overall WHS risk for the Department.
* Initiates audits and ensures audit actions are closed on a timely manner.
* Quality assures and/or drafts WHS reports for approval.

**WHS Management and Leadership**

* Provides advice to management on issues relating to WHS, workers’ compensation and injury management.
* Manages workers' compensation administration and injury management, including return to work programs.
* Investigates WHS incidents and provides reports for improvements and risk mitigation.
* Develops and implements proactive and effective strategies, related policies and procedures to manage potentially high-risk workforce issues.
* Liaises with building management to ensure effective communication and implementation of the emergency management plan/procedure.
* Conducts research, evaluation and analysis of information and data to identify trends and issues and implements appropriate strategies to minimise risk.
* Leads the communication of WHS and wellbeing initiative.
* Identifies WHS training requirements and seeks relevant providers to deliver and/or design.

**Stakeholder Engagement**

* Builds, fosters and influences effective working and communication relationships with internal staff, external providers and other key stakeholders.
* Represents the Department on relevant internal and external committees and working parties and collaborates with key stakeholders such as WorkSafe WA, RiskCover, Insurance Commission of WA and the Public Sector Commission to support reform initiatives relevant to WHS and sector wide initiatives.

## Corporate Responsibilities

* Exhibits accountability, professional integrity and respect consistent with DPC Values, the Code of Conduct, and the public sector Code of Ethics.
* Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the Department and complying with all provisions of the *Work Health and Safety Act 2020*
* Undertakes other duties as required.

## Work Related Capabilities (Selection Criteria)Essential

1. Extensive experience in the delivery of WHS Consultancy, successful implementation of WHS governance and practices.
2. Demonstrated current knowledge of safety management systems and risk management practices.
3. Highly developed verbal and written communication, interpersonal and negotiation skills including the ability to engage stakeholders at all levels of the organisational structure.
4. Well-developed planning, research, conceptual and problem-solving skills.
5. Highly developed ability to lead and influence others including coaching, mentoring and building capabilities.

**Desirable**

1. Cert IV in Work Health and Safety or qualifications in a related discipline.
2. Post graduate qualifications in health and safety.

For permanent appointments you must also be eligible to live and work in Australia indefinitely. Employees engaged on fixed term appointments need a valid work visa for the duration of their contract.

Appointment is also dependent on a 100-point identification check and Criminal Records Screening Clearance.

# Certification

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| Authorising Signature: |  | People Services: |  |
| Date: |  | Date: |  |