

Senior Consultant, Health, Safety and Wellbeing

Employee Relations

Position number	Generic
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 6
Reports to	Principal Consultant, Employee Support (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 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 work health and safety (WHS)
- 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 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

- Coordinate, implement, monitor and report on health and safety incident response processes and early intervention services for illness or injury in a timely manner.
- Provide effective communication and advisory services to assist and support worksites to manage the development and implementation of workplace risk management strategies, including effective and efficient support of employees with a medical condition that is impacting on their work.
- Provide advice and support to senior management on matters pertaining to WHS.
- Assist in formulating and implementing proactive and preventative policies, guidelines and projects associated with WHS.
- Provide advisory services and proactive return to work case management, as appropriate, relating to lost time workers' compensation claims, non-compensable injury, sickness and health matters.
- Collaborate and negotiate with internal and external stakeholders to implement proactive and supportive workplace systems for employees and ensure processes meet the requirements of relevant health and safety and injury management legislation.
- 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.

Selection Criteria

1. Demonstrated experience and skills in delivering risk prevention strategies, post incident response and/or injury management and advisory services in a complex organisation under relevant legislation, including the *Work Health and Safety Act 2020 (WA)*.
2. Demonstrated highly developed conceptual and analytical skills with the ability to apply innovative solutions to complex problems in the development and implementation of risk management strategies and/or injury management and return to work programs.
3. Demonstrated highly developed communication and interpersonal skills, including the ability to collaborate effectively with a wide range of stakeholders in a range of contexts, and support in a consultative capacity.
4. Demonstrated ability to contribute to the formulation and implementation of policy and project initiatives in the area of WHS services.
5. Demonstrated ability to work cooperatively in a team environment and contribute effectively to team objectives.

Eligibility and training requirements

Employees will be required to:

- hold a tertiary qualification in a 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 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 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 7 February 2025
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