

# Principal Policy Officer – Work Health and Safety

## STATEMENT OF DUTIES

JANUARY 2026

Number	980395
Portfolio	People and Culture
Branch	Organisational Safety and Wellbeing
Section/Unit/School	Work Health and Safety
Supervisor	Manager - Work Health and Safety
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 7
Employment Conditions	Permanent, Full-time 73.5 per fortnight, 52 weeks per year including 4 weeks annual leave.
Location	Statewide

## Context

This role contributes to improved outcomes for all children and young people by supporting the People and Culture portfolio in facilitating organisational change, driving strategic initiatives, and leading stakeholder engagement within an environment that values collaboration and continuous improvement.

The Work Health and Safety team is within the Organisational Safety and Wellbeing branch of the People and Culture Portfolio. The branch also includes Workforce Wellbeing, Inclusion and Engagement, Injury Management, Security and Emergency Management, School Staff Wellbeing Response Team and Strategic Projects and Planning.

## Primary Purpose

To support the implementation of strategy by leading the ongoing implementation and continuous improvement of the Department's Safety Management System (SMS) which aligns with national occupational health and safety management system requirements.

This includes the identification of WHS trends and delivery of projects and strategic initiatives that support the implementation, delivery and performance evaluation of the SMS, including key actions aligned to the department's strategic direction, that enable systemic support for the health and safety of DECYP workers, visitors, clients, children and young people.

## Level of Responsibility/Direction and Supervision

Under the broad direction of the Manager WHS, the Principal Policy Officer will exercise considerable judgment, initiative and autonomy in day-to-day activities. The occupant will lead and manage the Department's Safety Management System (SMS), overseeing related projects, initiatives, and reporting. They will identify opportunities for continuous improvement and implement efficiencies to streamline the administration and enhance the usability of the SMS.

The occupant is required to provide senior-level expert advice on the Department's SMS and work health and safety matters and stay up to date with relevant legislation, national and state priorities, and emerging trends.

The occupant is responsible for line management of any WHS team staff who are assigned to work on the SMS and/or development of associated projects and initiatives. This includes the coordination and delivery of SMS related work within the WHS team.

The occupant is expected to promote work, health and safety best practice to support continuous improvement and a strong safety culture, and to actively participate in WHS-related projects.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, Human Resources and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable

delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

## Primary Duties

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1. Lead the development, implementation, monitoring, audit and review of the Department's SMS, ensuring alignment with organisational goals.
2. Design, draft, implement and maintain the SMS components, including policies, procedures, guidelines and related resources to ensure compliance with legislative requirements and to maintain records in line with relevant policies and procedures.
3. Design, implement and maintain processes for monitoring compliance with legislative requirements and internal policies.
4. Lead the performance evaluation, review and reporting of data on the Department's SMS, including identifying opportunities and recommendations.
5. Provide high-level expert advice to senior leaders and relevant stakeholders through the provision of detailed reports, briefings and presentations, primarily on the DECYP SMS.
6. Manage the delivery and consolidation in the SMS of investigation and other report recommendations.
7. Consult and collaborate with WHS Team members and others within DECYP, plus external stakeholders where required on the development and delivery of safety documentation, projects and initiatives with an emphasis on effective change management and communication.
8. Lead the development and implementation of projects and initiatives that are aligned to the Department's strategic objectives.
9. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
10. In accordance with the Work Health and Safety Act 2012 the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

## Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

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1. Demonstrated expertise in work health and safety, risk management or a related field, including the ability to interpret and apply relevant legislation, standards, and best practices at a senior level and experience of contemporary approaches to improving workplace health and safety in a diverse and multi-disciplinary organisation.

2. Highly developed skills in relation to drafting and reviewing policies, procedures, and resources, ensuring alignment with legislative and organisational strategies and priorities.
3. Demonstrated leadership and management skills with the ability to deliver best practice services, including the capacity to guide, direct, motivate and develop staff to provide timely and quality client focussed services.
4. Proven capability in developing and implementing ISO and Australian/ New Zealand standards-based management systems.
5. Demonstrated high-level interpersonal skills including communication, negotiation, facilitation, stakeholder engagement and change management skills to effectively communicate and articulate complex issues to staff and stakeholders.
6. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

## Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

### Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)

### Desirable

- Qualification(s) in Work Health and Safety or a related field
- Current Drivers Licence

## Working within the Department for Education, Children and Young People



Connection



Courage



Growth



Respect



Responsibility

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

## Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an

understanding of the developmental needs of children and culturally safe practices relevant to their position.

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**APPROVED BY PSS DELEGATE:** 520040, Manager – Recruitment Operations – 01/26  
Request: 7041603  
Date Duties and Selection Criteria Last Reviewed: 01/26 SW

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