

Senior Consultant – Work Health and Safety

STATEMENT OF DUTIES

JULY 2026

Number	977152, 977153, 977430, 978459, 979985
Portfolio	People and Culture
Branch	Organisational Safety and Wellbeing
Section/Unit/School	N/A
Supervisor	Assistant Manager - Work Health and Safety
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 6
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time, up to 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave.
Location	Statewide

Context

The Organisational Safety and Wellbeing branch is responsible for delivering a simple, practical system that manages health and safety risks, and fosters a positive safety culture. The Work Health and Safety (WHS) unit plays a key role in supporting the branch to deliver this, by providing advice and support to sites, managers and workers to effectively manage and continuously improve work health and safety.

Primary Purpose

To support the planning, development, implementation and review of Work Health and Safety (WHS) policies, procedures, strategies and initiatives aligned to a strategic WHS program of work.

The role contributes specialist expertise to the planning, development, implementation, evaluation and continuous improvement of the Department's WHS frameworks, systems,

policies and initiatives. The Senior Consultant supports managers and leaders to meet their WHS obligations and promotes a consistent, risk based and proportionate approach to safety management across diverse operational environments.

The position operates as a trusted subject matter expert, exercising independent judgement on complex WHS matters and contributing to departmental objectives while working within established strategic and governance frameworks.

Level of Responsibility/Direction and Supervision

Under broad direction and guidance from the Assistant Manager, the occupant is expected to exercise a high degree of independence, initiative, and judgement in undertaking their duties. At times, and as required, the occupant may also receive direction from the Manager, Work Health and Safety.

The occupant may be required to line manage subordinate team members, including allocation and monitoring of work and delivery of outcomes.

The occupant is accountable for the quality, accuracy and timeliness of professional WHS advice and outputs and may provide technical leadership, mentoring and guidance to other WHS practitioners or project teams.

The occupant will maintain a contemporary professional knowledge of WHS legislation and practice and will model ethical and accountable behaviour.

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, People Services and Support (HR) 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

1. Provide authoritative, evidence-based Work Health and Safety (WHS) advice on complex and high-risk matters, applying legislation and professional judgement to diverse operational environments.
2. Provide specialist expertise to the implementation, development, review and continuous improvement of policies, procedures and frameworks to support an effective and contemporary Safety Management System.
3. Analyse WHS risks, investigate incidents and emerging issues to develop practical, proportionate and evidence-based recommendations that support continuous improvement and risk reduction.
4. Lead WHS assurance and monitoring activities by delivering reviews, accurate record keeping, data maintenance and verification processes and providing analysis and recommendations on the effectiveness of WHS controls and systems.
5. Establish and maintain effective partnerships with internal and external stakeholders that foster collaboration and influence those responsible for delivering improved WHS outcomes through education and guidance.
6. Prepare high-quality written reports, ministerial briefs and guidance materials and communicate complex WHS concepts clearly to a range of audiences.
7. Lead the development and coordination of specialist input into WHS capability-building activities, including providing professional expertise to training, guidance and awareness initiatives as required.
8. 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.
9. 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.

1. Demonstrated high-level knowledge and practical application of the Work Health and Safety Act 2012, associated regulations, codes of practice and contemporary WHS principles, including the ability to interpret legislative requirements and apply them to diverse and complex operational environments.

2. Demonstrated experience in providing Work Health and Safety guidance and specialist advice on complex and high-risk issues, including the ability to analyse information, exercise sound judgement and develop practical, proportionate and evidence-based recommendations.
3. Demonstrated experience in developing WHS policies, projects or initiatives, and proven expertise in assurance, monitoring and review, including identifying gaps or trends and recommending improvements to WHS controls.
4. Highly developed verbal and written communication skills, including the ability to communicate complex WHS concepts clearly to diverse audiences, prepare high quality reports, briefings and guidance materials, and contribute professional expertise to WHS capability building, guidance or awareness initiatives.
5. Demonstrated stakeholder engagement and interpersonal skills, including the ability to consult, collaborate, and build productive relationships with diverse stakeholders, contribute effectively within a team environment, and work independently to manage competing priorities and deliver timely, effective outcomes.
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)
- Driver's license

Desirable

- A qualification in Work Health and Safety or a related discipline or demonstrated equivalent professional experience providing senior-level WHS advisory services in complex operational environments.

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.

APPROVED BY PSS DELEGATE: 973874 – Deputy Director Strategic Recruitment and Payroll
Operations – December 2022
Request: 7002428, 7003247, 7015278
Date Duties and Selection Criteria Last Reviewed: 12/22 VRH, FN 07/26 SW
