



Human Resource Consultant – Work Health and Safety

Position Number:	101843	Portfolio:	Strategy and Performance
Classification:	Level 5	Reports to:	Manager – Employee and Safety Services, L7
Location:	Joondalup	Direct Reports:	Nil

Description

This role provides specialist support to coordinate and deliver WHS services that promote the safety, health, and wellbeing of employees across the department. Working under limited direction, the position contributes to the implementation of safety systems, wellbeing programs, and risk mitigation strategies, and ensures compliance with WHS legislation. The role collaborates with the WHS Sub-Committee, Health and Safety Representatives, and business areas to promote a safe, inclusive, and high-performing workplace culture.

Responsibilities

In the context of above description, the role:

- Provides specialist HR service support to deliver business function outcomes.
- Coordinates processes and the integration of services to support the business function.
- Provides contextual advice and guidance to support service delivery.
- Builds and maintains collaborative relationships with stakeholders to support service delivery.
- Maintains accurate records and reporting in accordance with information management and governance requirements.
- Contributes to a culture of continuous improvement and innovation in HR service delivery.
- Performs other duties consistent with the role's scope and level of responsibility.

Our people, our leaders, our values

At DWER, every employee is a leader. To support this, we have established clear [Leadership Expectations](#). For this role, you will be [Leading Others](#). Demonstrating the expected behaviours is crucial and aligned with the role's requirements.

Our culture is shaped by our [values](#). All employees are expected to uphold equity, diversity and inclusion, work health and safety, and ethical principles in all aspects of their work. This includes demonstrating cultural responsiveness by valuing diverse perspectives and contributing to culturally safe, inclusive, and trusted services – particularly for Aboriginal people and communities.

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Work Related Requirements

Read these requirements in context of the above contents.

1. You have knowledge and experience in the delivery of HR services to support business function outcomes (Deliver on high leverage areas).
2. You have the proven ability to collate and interpret information, apply procedures, and provide contextual advice on services related to this role (Think through complexity).



3. You have sound communication and interpersonal skills to engage, collaborate, and build effective working relationships (Lead collectively).
4. You have the ability to manage competing priorities to deliver quality customer services in a dynamic environment (Dynamically sense the environment).
5. You ensure your work practices adhere to the public sector frameworks, legislation, and industrial instruments relevant to the HR function of this role (Embody the spirit of public service).

Special Requirements

- The department will conduct a national police check before offering employment.
- This position requires the ability for independent travel.