

Position description

Position title:	Psychosocial Wellbeing Specialist
Reports to:	Health Safety and Wellbeing Manager
Program area:	People and Workplace Services
Location:	Melbourne CBD
Classification:	VLA4.2 - V4AO7C
Position type:	Maximum Term (2yrs)

Position Summary

The Psychosocial Wellbeing Specialist will lead the development of Victoria Legal Aid's (VLA) psychosocial wellbeing framework and appropriate support programs in line with legislative requirements, standards, and best practice approaches.

This role will also provide proactive and supportive psychological health and safety legislative advice, coaching and practical guidance on the implementation of VLA's health and safety management system (HSMS) within each directorate.

Responsibilities

1. Review, update and improve VLA's HSMS from a psychosocial wellbeing perspective to meet and align with Victoria's Occupational Health and Safety (Psychological Health) Regulations 2025, standards, and best practice approaches..
2. Lead and facilitate appropriate initiatives and programs to support and promote psychosocial wellbeing.
3. Provide strategic and practical advice to increase capability and support the application of quality and proactive management of psychosocial hazards.
4. Provide coaching and strategic advice to managers and employees to positively influence organisational culture and address psychosocial issues.
5. Represent People and Workplace Services in relevant internal forums by presenting relevant information to increase psychosocial wellbeing capability, awareness, and compliance.
6. Contribute to the development and delivery of HSW strategy, HSW plans and HSW reporting, including providing advice, guidance, and support to relevant health and safety committee's and network of Health and Safety Representatives, with regards to psychosocial wellbeing matters.
7. Where required, support the Early Intervention Coordinator to assess complex mental health workplace incident reports to provide advice and support in effective hazard and risk management strategies, mitigating the risk of ongoing injury and illness.
8. Conduct and participate in audits, workplace inspections, incident investigations, risk assessments, training initiatives and other safety-related functions, as required.

Key selection criteria

1. Demonstrated experience in the evaluation, development, and ongoing maintenance of workplace wellbeing programs.
2. Demonstrated experience in the provision of expert strategic and operational workplace psychosocial wellbeing advice and support to client groups with an emphasis on timely and practical client service.
3. Well-developed coaching, collaboration and influencing skills which enhance organisational and management capability.
4. Demonstrated sensitivity, judgment, integrity, insight, and the ability to build effective professional relationships which engender trust and confidence.
5. Strong interpersonal and communication skills and demonstrated ability to influence and negotiate with people across all levels of the organisation and with relevant external stakeholders.
6. Excellent written and oral presentation skills.
7. Demonstrated experience working with Australian First Peoples and understanding of cultural norms and communication styles.
8. A knowledge of the general business of VLA and a commitment to our vision and values.

Essential standards and capabilities

The following standards and capabilities are **mandatory** and required to perform the duties and responsibilities of this position.

- Tertiary qualification in psychology or mental health discipline, and relevant workplace experience.
- Experience in the evaluation and development of psychosocial wellbeing systems and supportive programs.
- You must have the right to work in Australia (i.e., be an Australian or New Zealand citizen, permanent resident, or hold a valid visa).
- It is a requirement that all VLA employees reside in Victoria, or a nearby border community, and can attend for office-based days at their primary work location. From time to time you will be required to travel between various office locations to deliver quality services to our clients or for professional development
- All appointments are subject to reference checks and pre-employment misconduct screening.
 - You will be required to undertake a police check during pre-employment screening or at any point during employment with VLA.

Occupational health and safety responsibilities at VLA:

- All staff at VLA are expected to champion proactive and positive health and safety practices in the workplace by raising health, safety and wellbeing issues or concerns with managers and colleagues. Staff are required to observe all safe work procedures, rules and instructions, and take all reasonable care for their own safety and for the safety of work colleagues by always acting in a safe and appropriate manner.

Organisational context

Victoria Legal Aid is a cornerstone of Victoria's justice system, delivering essential legal services to the community.

We provide legal advice, dispute resolution, representation, information and advocacy services to hundreds of thousands of Victorians each year for criminal, civil, family violence, child protection and family law problems. We ensure people have access to legal services close to where they live, across metropolitan, suburban and regional locations.

Through non-legal, early intervention and dispute resolution services, we support people to understand their rights, participate in decision-making and resolve matters. We work closely with partners to influence policies and challenge unfair laws and practices to make our society fairer for everyone.

By coordinating legal assistance and information, resolving issues early and supporting people through court processes when necessary, we help prevent problems escalating and reduce harm. We target our efforts and limited resources to help those with the greatest need.

People and Workplace Services

People and Workplace Services delivers a range of human resources services and functions that support VLA's strategic workforce direction and the adoption of contemporary people management practices.

People and Workplace Services functions include:

- Health, Safety and Wellbeing
- Learning and Organisational Development
- Strategic Resourcing
- Advisory and Operations: People and Culture Advisory Services; Payroll Services; and Employee and Industrial Relations
- Diversity, Equity and Inclusion
- Projects
- Built Environment

People and Workplace Services' purpose is to support the development of our people and our culture by ensuring VLA has effective staff, working within good processes and is supported by a productive culture based in our values. Working with VLA's staff, we are responsible for establishing human resource management and organisational development processes and practices that meet our regulatory obligations and reflect our values.

Our VLA vision and values

Vision

Fair and inclusive justice where people have access to help, and laws and systems work for everyone.

Purpose

To help Victorians resolve legal problems and protect their rights, and to work with partners to improve laws and systems so they are fairer and more accessible.

Values

Our values are central to how we make decisions and deliver services. They guide our everyday actions, influence how we respond to legal need, and shape the way we work with clients, partners and each other.

Fairness

We are committed to fairness in society and facilitating fair and equitable access to legal and related support.

Care

We care about our clients and the community, and we approach our work with an awareness of the effects that trauma and discrimination can have. We treat each other with kindness and respect.

Courage

We approach our work with strength and confidence. We are guided by our values and what matters most to our clients and society.

Inclusion

We provide an inclusive environment for clients, staff and partners.

VLA is an Equal Opportunity Employer committed to promoting a diverse and inclusive workforce

We strongly encourage people from diverse backgrounds and abilities, including Australian First Peoples and refugees to apply for positions within our organisation. We will make reasonable adjustments to enable everyone to participate in our recruitment processes and to work productively and safely.

It is a key priority of VLA to support principles of self-determination by increasing employment of Australian First Peoples across all areas of VLA. We recognise that our workforce can benefit greatly from the unique knowledge, skills and expertise of a diverse workforce including Australian First Peoples and in achieving a culturally safe and responsive service for our clients.

VLA is a Child-Safe organisation

VLA is committed to the safety and wellbeing of children and recognises that children's rights need to be respected, their views welcomed and valued, and their concerns taken seriously. We additionally acknowledge and appreciate the diverse and unique identities and experiences of Australian First Peoples children, which we respect and value.

Position Description approved by People and Workplace Services

Position Title: Senior Recruitment and Retention Consultant

Date approved: June 2026