

Position description

Title of the role:	Work Health and Safety (WHS) Project Lead
Program Area:	People and Culture
Reports to:	National Manager WHS
Classification:	SCHADS Level 6, Schedule B (Fixed Term Contract)
Last Revised:	July 2026

About Wellways

Wellways Australia is a leading not-for-profit organisation dedicated to ensuring all Australians lead active and fulfilling lives in their community. We work with individuals, families and the community to help them imagine and achieve better lives. We advocate for change to make sure people can access the best possible care and information when they need it. We provide a wide range of services and assistance for people of all ages with mental health issues, disabilities, and those requiring community care.

Wellways is an equal opportunity employer that offers generous salary packaging and opportunities to undertake professional training and development. People with lived experience, Aboriginal and Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds bring highly valued skills to our workforce.

Our Values

Honesty:

- We are open and sincere in all interactions
- We show compassion and consideration to all our stakeholders
- We take responsibility for our actions

Acceptance

- We champion and respect all voices and choices
- We accept people no matter how complex their needs
- We see the person, the family and the community

Fairness:

- We believe everyone has the right to equal opportunities
- We challenge social injustice and advocate for change
- We collaborate to solve problems

Commitment:

- We are committed to our work and we won't give up
- We have the courage to make decisions and are accountable for our actions
- We dare to go down new roads and challenge accepted wisdom

Participation:

We promote participation and transform lives and communities
We value the expertise and contribution of everyone we work with
We build knowledge and lead conversations

Our approach to service delivery

Our services are guided by our values and informed by our Well Together Model. This approach means we work at 3 levels, with the individual, with their families and friends and with the community. Well Together recognises that developing skills, building confidence and strengthening relationships will help people to build their wellbeing and to live independently. The model provides an evidence-based approach to create individually tailored, effective support packages. Wellways assists individuals to develop the capacity to manage their own wellbeing, equip family and friends with information and skills, and engage community members in support networks.



Advocacy Services

We have a strong advocacy program, informed by the lived experience of people with mental health issues or disability, their families and friends. Members of Wellways play a vital role in developing our advocacy platform. We advocate for systemic change that will create better conditions and improved opportunities for people with a mental health issues, disabilities and their families.

All our services and advocacy programs:

- Support and create opportunities for building wellbeing
- Value cultural diversity
- Value peer participation and leadership (participant and carer)
- Are underpinned by evidence-based best practice

Position Summary

The Work Health and Safety (WHS) Project Lead is a fixed-term position responsible for leading and coordinating key WHS improvement initiatives across Wellways. Reporting to the National Manager, Work Health and Safety, the role will support the delivery of strategic WHS priorities through the implementation of an overarching action plan, which incorporates compliance improvement projects, governance initiatives and system enhancements.

Working collaboratively with leaders, operational teams and corporate functions, the WHS Project Lead will coordinate project activities, monitor progress against agreed deliverables, identify barriers to implementation, and support the organisation to strengthen compliance with legislative obligations and internal WHS requirements. The role will contribute to the delivery of the 2026-2027 WHS Strategic Plan and build continuous improvement of Wellways' current Work Health and Safety Management System (WHSMS).

This position is suited to an experienced WHS professional with strong project management, stakeholder engagement and change implementation skills who can drive outcomes within defined project timelines.

Refer to **Attachment 1** for a reference to the overall Wellways organisation structure.

Responsibilities

Key Functions	Key Performance Indicators (KPI's)
Driving WHS Projects	• Lead the implementation of organisation-wide WHS projects and improvement initiatives • Coordinate delivery of WHS Strategic Plan and associated action plan • Monitor project milestones, risks and deliverables and escalate issues where required • Track and report on project progress reports to the Executive Leadership Team and Health and Safety Committee against WHS improvement targets and KPI's • Conduct or support audits, reviews and workplace inspections to verify implementation effectiveness • Support the rollout of new systems, procedures, controls and compliance initiatives
Stakeholder Engagement	• Engage with managers, program leaders and corporate teams to drive implementation of WHS initiatives • Facilitate consultation and collaboration with operational stakeholders to support project outcomes • Coordinate working groups, meetings and implementation activities associated with WHS projects • Build stakeholder capability through practical support, communication and guidance

Key Functions	Key Performance Indicators (KPI's)
WHS Management System (WHSMS) Compliance and Continuous Improvement	• Contribute to the continuous improvement of the Wellways WHSMS • Support organisational compliance with WHS legislation, regulations and industry standards • Assist with the review, development and implementation of WHS policies, procedures and supporting documentation • Assist in the development of tools that strengthen WHS governance and reporting • Maintain registers, project documentation and implementation records
WHS Communication and Change Management	• Develop communication materials supporting WHS project implementation • Assist with development and coordination of WHS awareness campaigns • Support implementation of training and education initiatives associated with WHS projects • Facilitate engagement activities that promote adoption of new WHS systems and processes

Essential Requirements, Knowledge, Experience and Skills

Qualifications and Essential Requirements	• Qualification in WHS, Risk Management or related discipline • Broad generalist WHS knowledge and demonstrated experience • Demonstrated experience leading or coordinating organisational improvement projects involving multiple tasks and competing priorities • Strong understanding of Australian WHS legislation and compliance requirements • Advanced analytical, problem solving, administrative, communication (written and verbal), and reporting skills • Demonstrated ability to engage and influence stakeholders at all organisational levels • Advanced Microsoft Office skills, particularly Excel, Word and Power point • Demonstrated ability to devise, implement and embed WHS policies and programs • Commitment to the Wellways Australia Values • Working knowledge of MS Word, Excel and Outlook • Right to Work within Australia • 100 Points ID • Satisfactory National Police Records Check • International Police Check (if applicable) • Working with Children's Check (or equivalent) • NDIS Worker screening check • NDIS Worker Orientation Module, 'Quality, Safety & You'
Desired	• Lead Auditor training • ICAM LEAD Incident Investigation training • Emergency Management experience within the health sector • Certificate IV in Training and Workplace Assessment
Key Deliverables	• Progress and close WHS action plan items • Coordinate implementation of compliance improvement initiatives • Review and update WHS policies, procedures and supporting resources • Deliver project reporting to the National Manager, Work Health and Safety and Executive stakeholders

Additional Information

This position description may be modified from time to time to reflect organisational changes. Any changes will be discussed and agreed with the incumbent.

Financial Delegation:	Nil
People – Number of Directs:	Nil
Travel Requirement:	As required, with 2 office days per week
On Call:	Nil

Attachment 1

