



# JOB DESCRIPTION FORM

## Position details

Position title	Workforce Planning and Reporting Officer
Classification/Level	Level 5
Award/Agreement	Public Sector Award 1992 Public Service and Government Officers General Agreement 2014 Department of Fisheries Agency Specific Agreement 2014 Public Service Allowances (Fisheries and Wildlife Officers) Award 1990
Position number	24974
Branch	People Services
Division	Corporate Services
Physical location	Perth
Effective date	19 May 2016

## Reporting relationships

This position reports to Senior Organisational Development Consultant 25038 Level 6.

Direct reports to this position: 0.

## About us

The Department of Fisheries manages Western Australia’s fish, marine and freshwater resources and our vision is for the world class management of fisheries and aquatic ecosystems. Our commitment is *Fish for the future*, and by working with the community and key stakeholders, the Department’s resolve is to conserve, develop and share the fish and other living aquatic resources of WA, for the benefit of present and future generations.

The major objectives of the Department are to:

- Ensure WA’s fish stocks and aquatic ecosystems are sustainable

- Achieve an optimum balance between ecological, economic and social considerations in management decisions that deliver sustainable fish stocks and aquatic ecosystems
- Promote effective strategic alliances and community stewardship
- Achieve effective and efficient use of resources to support the delivery of business outcomes

## Our values

- **Excellence** in everything we do
- **Unity** by working together for a common purpose
- **Respect** through working with integrity and courtesy
- **Innovation** by developing new ways and embracing change
- **Leadership** by showing the way

## Objectives of position

*This section provides a brief summary of the key functions of the position*

The Workforce Planning and Reporting Officer collects and analyses data to inform Workforce Planning processes and organisational decision making. The position assists the Branch to develop and prioritise workforce initiatives, identify risks and resource requirements.

The position provides input into strategy and policy development, implementation, and evaluation, supporting continuous improvement in service delivery and organisational performance.

## Key responsibilities

*This section outlines the results and outcomes of an individual in this position*

- Prepares material for the People Services leadership team to inform workforce planning and the development and prioritisation of projects and initiatives in line with the Departments Workforce and Diversity Plan (“Plan for our People”) and the strategic goals of the Department.
- Undertakes Human Resource research and analysis, identifies trends and risks, and provides information to assist with strategic decision making.
- Develops performance measures and reporting processes against key Human Resource functions.
- Analyses information and prepares project briefs and business cases including determination of resource requirements and funding implications.
- Coordinates, monitors, assesses and reports on the delivery and effectiveness of initiatives and programs.
- Monitors progress on Human Resource projects, and provides advice and information to management in relation to outcomes against the Department’s objectives.
- Establishes and maintains a high degree of stakeholder support and engagement through coordination of staff consultation and participation for strategic human resource projects and initiatives.
- Provides briefings and reports in relation to project and data analysis.

- Coordinates the HR reporting function, including reports for internal and external stakeholders, and to meet statutory and whole of government requirements.
- Supports the evaluation of human resource management initiatives and programs by analysing performance against planned outcomes.
- Undertakes project work as required.
- Assists the Branch in managing change associated with organisational review and reform.

#### **OTHER DUTIES**

- Other duties as required.

## **Work related requirements**

*This section outlines the knowledge, skills, abilities, individual characteristics and values required to do the job and work effectively within Fisheries – also referred to as selection criteria.*

#### **Essential**

1. Highly developed oral and written communication skills including the ability to prepare complex reports and manage the output of quality information.
2. Relevant experience in human resource management, including practical experience in activities related to strategic planning and policy development.
3. Demonstrated experience in the development and provision of contemporary workforce planning and performance reporting.
4. Well-developed conceptual, analytical, research and report writing skills, with the ability to collate, analyse, interpret and present HR information.
5. Highly developed communication skills (written, verbal, and interpersonal) with an ability to establish and maintain effective working relationships and achieve desired outcomes.
6. Well-developed conceptual, analytical, research and report writing skills, with the ability to collate, analyse, interpret and present HR and workforce information.
7. Well-developed planning and organisational skills.

#### **Desirable**

8. Tertiary qualification in Human Resource Management or a related discipline, or equivalent relevant experience.

## **Special equipment/requirements**

#### **Essential pre-employment requirements**

Occupant will be required to spend periods of time working at the Department of Fisheries offices in Hillarys and Fremantle and may be required to travel to regional centres.

## **Certification**

The duties, responsibilities and requirements of this position have been approved by the delegated authority.

Division Head

Signature:

*Kieth Van Dongen*

Date: 19 / 05 / 2016

Position Title:

Kieth Van Dongen  
Executive Director  
Corporate Services