



SECTION 1 - POSITION IDENTIFICATION

Title:	Senior Workforce Policy Officer
Classification:	Level 6
Award:	Public Service and Government Officers General Agreement

SECTION 2 – REPORTING RELATIONSHIPS

UNIT	UNIT MANAGER	CLASSIFICATION
	Director General	
↑		
Division: System Policy and Planning	Assistant Director General	
↑		
Directorate: Workforce	Director	
↑		
Branch: Workforce Development and Policy	Manager	PSO Level 8
↑		
Section:		
↑		
	THIS POSITION	PSO Level 6

Positions under direct supervision and control:

<u>Position No:</u>	<u>Title</u>	<u>Classification</u>

SECTION 3 - KEY RESPONSIBILITIES To research, review, report on, coordinate and develop initiatives and policy matters related to strategic workforce planning and development.

TITLE Senior Workforce Policy Officer	CLASSIFICATION Level 6	POSITION NO. 00008012
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SECTION 4 - STATEMENT OF DUTIES

Employees are required to undertake all duties and responsibilities in accordance with Department of Health WA Code of Conduct, Policies/Procedures and relevant legislation.

BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE

Duty No	Duties	Freq.	%
1.	Research and analyse information and develop written documents related to workforce planning and development.	D	100
2.	Evaluate and report on the effectiveness of workforce planning and development programs, initiatives and strategy, and identify continuous improvement opportunities.	D	
3.	Maintain a comprehensive knowledge of workforce planning, learning and development issues and trends, and evaluate their relevance and application to WA Health.	R	
4.	Apply a system manager perspective to matters relating to workforce planning and development.	D	
5.	Identify areas of risk and mitigate workforce information deficiencies in relation to workforce planning and development reform strategies.	R	
6.	Undertake research and apply analytical skills to inform and write briefing documents and responses to Ministerials, Parliamentary Questions and general correspondence.	R	
7.	Build and maintain effective networks, relationships and communications as part of the team, across WA Health and with other external key stakeholders.	D	
8.	Demonstrate a focus on the achievement of Branch objectives including working productively in a team and taking responsibility for and managing tasks to deliver expected outcomes on time.	D	
9.	Assist in managing agreements with contracted service providers.	R	
10.	Leads and/or participates in specific state and national workforce projects and initiatives as directed.	R	
11.	Other duties as required	O	

Organisation Contacts:

Will the occupant of this position be required to communicate with positions outside the normal reporting lines?

YES

If yes, how frequent? 1. **Internal** to the organisation...D..... 2. External to the organisation...D.....

Frequency: **D - Daily**, W - Weekly, F - Fortnightly, R - Regularly, O - Occasionally, A - Annually

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SECTION 5 - SELECTION CRITERIA

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

ESSENTIAL

1. Demonstrated research and problem solving skills, including conceptual and analytical ability.
2. Demonstrated ability to write detailed and concise reports and documents effectively.
3. Demonstrated interpersonal skills including the ability to build effective relationships, including strong negotiation skills
4. Demonstrated organisational and project management skills including the ability to manage multiple tasks and work autonomously.
5. Knowledge of current trends in workforce strategy principles and practice.

DESIRABLE

1. Possession of a tertiary qualification in a relevant field.
2. Demonstrated contract management experience.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service.

SECTION 6 - APPOINTMENT FACTORS

- Successful 100 point Identification check.
- Successful Criminal Record Screening clearance.
- Successful Pre-Employment Integrity check.

Location East Perth	Accommodation Nil
Allowances Nil	Specialised Equipment Operated Nil

SECTION 7 – CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

BRANCH/DIVISION HEAD

DIRECTOR GENERAL

SIGNATURE

SIGNATURE

DATE

DATE

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date