

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

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| Public Sector Management Act 1994 | Salaries/Agreement/Award Public Service Award 1992 Public Service and Government Officers General Agreement 2014 or as replaced | |
| Division: | Workforce | Effective Date of Document 13 December 2016 |
| Directorate: | Workforce Policy and Coordination | |
| Branch: | Workforce Management | |

THIS POSITION

Title: Senior Human Resource Consultant
Classification: Level 6
Position No: 00026421
Positions under direct responsibility: Nil

REPORTING RELATIONSHIPS

TITLE: Manager Workforce Management
LEVEL: 8
POSITION NUMBER: 00020763

TITLE: Principal Human Resource Consultant
LEVEL: 7
POSITION NUMBER: 00028683

This position and the positions of:

| Title | Level | Position Number |
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| Senior Human Resource Consultant | 6 | 00032013 |
| Senior Human Resource Consultant | 6 | 00035765 |
| Human Resource Consultant | 5 | 00027794 |

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CONTEXT

The Department of Education is Western Australia's largest employer with approximately one third of the Government workforce in some 800 worksites across the State. The Department's annual budget is approximately \$4.5 billion.

The major objectives of the Department are to achieve excellence in the public school system and to provide access for all Western Australian students to a quality education irrespective of their background or geographical location.

The Department is committed to achieving these objectives by:

- attracting and retaining a highly skilled and capable workforce
- supporting all learners to achieve their full potential, including those with special educational needs and interests
- ensuring all public schools maintain excellence in the quality of education and the teaching and learning environment.

The principles underpinning the Department's objectives for the public school system in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

The Department operates within a framework of principles and values that are applied in all decision-making contexts. These are:

- a culture of learning and excellence;
- an expectation of accountability and action;
- a commitment to partnerships, professional collaboration and stakeholder involvement; and
- an environment in which diversity, care and equity are valued.

The Workforce Division comprises Employee Relations, Staff Recruitment and Employment Services, and Workforce Policy and Coordination. The Division is responsible for the provision of a range of human resource functions to Departmental business units and staff at all levels. This includes:

- industrial and employee relations
- workers' compensation, injury management and occupational safety and health
- staffing and employment services
- strategic human resource planning
- strategic human resource policy advice and evaluation.

The Workforce Policy and Coordination Directorate provides strategic leadership, planning and implementation of key Department human resource matters, advice and evaluation of cross-divisional policy and programs, management of professional learning; and develops policy and manages equity and diversity initiatives.

The Workforce Management Branch is responsible for building human resource management (HRM) capacity in the workforce. Activities include:

- providing broad-spectrum HRM consultancy, including advice on compliance and audit matters
- developing support resources, including web-based information
- researching best HRM practice
- developing and delivering professional learning
- managing senior executive appointments
- delivering job classification services.

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ROLE

The Senior Human Resource Consultant:

- provides a comprehensive human resources management consultancy service across the Department, orientated to continuous improvement and building HRM capacity
- provides executive support and advice on classification, job design and workforce profiling and assists in the management of Senior Executive positions and contracts
- undertakes research and manages HRM projects
- assists in the development, updating and quality assurance of job descriptions, assesses requests for new positions and existing position changes, and provides solutions and recommendations to schools and senior management on a range of HRM activities
- develops and maintains a range of HRM resources, including online human resource information
- provides expert advice and support services to schools, central and regional offices on human resource legislation, policies and procedures
- coordinates central office restructures and realignments and related HRM activities
- provides guidance to Department employees on human resource policy and practice
- researches, identifies and evaluates emerging human resource issues and trends relevant to the Department and develops solutions
- contributes to the strategic and operational planning of the branch
- prepares responses to Ministerial correspondence, parliamentary questions and general enquiries
- develops and delivers professional learning material, particularly for school administrators and corporate services staff
- assists schools to develop action plans responding to school compliance review findings and provides ongoing monitoring, support and training to ensure implementation of action plans is effective and timely
- maintains contact with relevant external agencies and professional bodies and associations to ensure currency and relevancy of knowledge and practice
- represents the Branch on committees and working parties, as required.

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OUTCOMES

1. An effective consultancy service is provided to schools, central office, regional offices and employees which promotes human resource compliance, accountability and best practice.
2. Local and system-wide strategies and solutions are researched evaluated, developed and implemented which respond to human resource needs, issues, trends and opportunities.
3. High quality training material and on-line human resources are developed and delivered, particularly to schools, to ensure staff are supported in human resource practices.
4. Schools are supported and trained to address human resource compliance matters highlighted through the Department's school compliance review program.
5. The currency and relevance of human resource knowledge and best practice is maintained through effective collaboration with internal and external stakeholders and Branch representation on relevant committees and working parties.
6. Ministerial correspondence, parliamentary questions and general enquiries are responded to in an accurate and timely manner and input is provided to the strategic and operational plans of the branch.

SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated well developed knowledge of and experience with the legislative framework and policies that impact on human resource management relevant to the public sector.
2. Demonstrated in-depth knowledge, skills and practice in human resource management including research, planning and presentation skills and capacity to develop and deliver human resource training.
3. Highly developed interpersonal and negotiation skills that demonstrate the ability to provide an effective consultancy service and influence results.
4. Demonstrated highly developed written communication skills in a human resource context.
5. Demonstrated well developed conceptual, analytical and problem solving skills strategically applied to human resource legislation, policies and practice.

ELIGIBILITY

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

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CERTIFICATION

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

ENDORSED

DATE 13 December 2016
TRIM REF #D16/0743892