



Director Workforce Management

Branch:	Workforce Management
Directorate:	People and Organisational Development
Position Number:	00025060
Classification:	Level 8
Physical Location:	140 William Street, Perth
Award/Agreement:	Public Service Award & Public Service and Government Officers General Agreement

Department of Transport is a progressive organisation with the vision to be recognised as a leader in providing world-class transport services and solutions. The Department's main focus is to provide a safe, accessible, sustainable and efficient transport services and systems that promote economic prosperity and enhance the lifestyles of all West Australians.

The Department forms part of the Transport portfolio, also comprising of Main Roads WA and the Public Transport Authority.

Our Values:

We welcome [*Fresh Thinking*](#) and finding better ways of working

We set [*Clear Direction*](#) and have the courage to follow through

We work together to deliver [*Excellent Service*](#)

We make things happen through our [*Great People*](#)

Department of Transport (DoT) is an equal opportunity employer and embraces diversity as we believe the best services come from a workplace in which varied viewpoints are welcomed and encouraged.

Overview of Directorate

People and Organisational Development are trusted business partners who adopt a 'one POD' approach to respond flexibly to business needs to build a better organisation for tomorrow.

The POD Vision is to enable an agile and dynamic workforce that is capable of adapting to changing times through innovative thinking and new ways of working.



Overall Purpose of the Role

- The Director Workforce Management is a member of the People and Organisational Development leadership team ensuring integrated and strategically aligned business support solutions.
- Responsible for leadership and management of the Workforce Management team comprising Industrial Relations, Employee Relations, Recruitment and Selection, Occupational Health, Safety and Wellbeing. Leads the provision of strategic and tactical advice and support to the Executive and managers in these areas.

Work Description

1. Contributes to the development, implementation and management of POD's strategic objectives as a member of the Lead Team.
2. Leads the development and implementation of the strategic design of the Workforce Management team within POD to achieve best practice service delivery.
3. Provides overall governance to the Department in formal case management of employee matters.
4. Provides leadership, expert advice, governance and development in the following specific areas:
 - a. Employee Relations / Industrial Relations
 - b. Recruitment and Selection
 - c. Job Design, Evaluation and Classification
 - d. Occupational Health and Safety
5. Manages external stakeholders to deliver required services.
6. Provides consultancy and support to enable senior managers to manage their people to an optimum level in line with DoT's policies, procedures and values.
7. Leads, manages, mentors and coaches the Workforce Management team in the delivery of innovative and customer focused advice and services.
8. Ensures appropriate levels of competency to deliver the required services and provides opportunities for growth and development of the team.
9. Participates effectively as a POD team member in alignment with DoT's Values and Behaviours.



Work related requirements

The following criteria are to be applied within the context of this position, which includes alignment to the Department's values.

Criteria

ESSENTIAL:

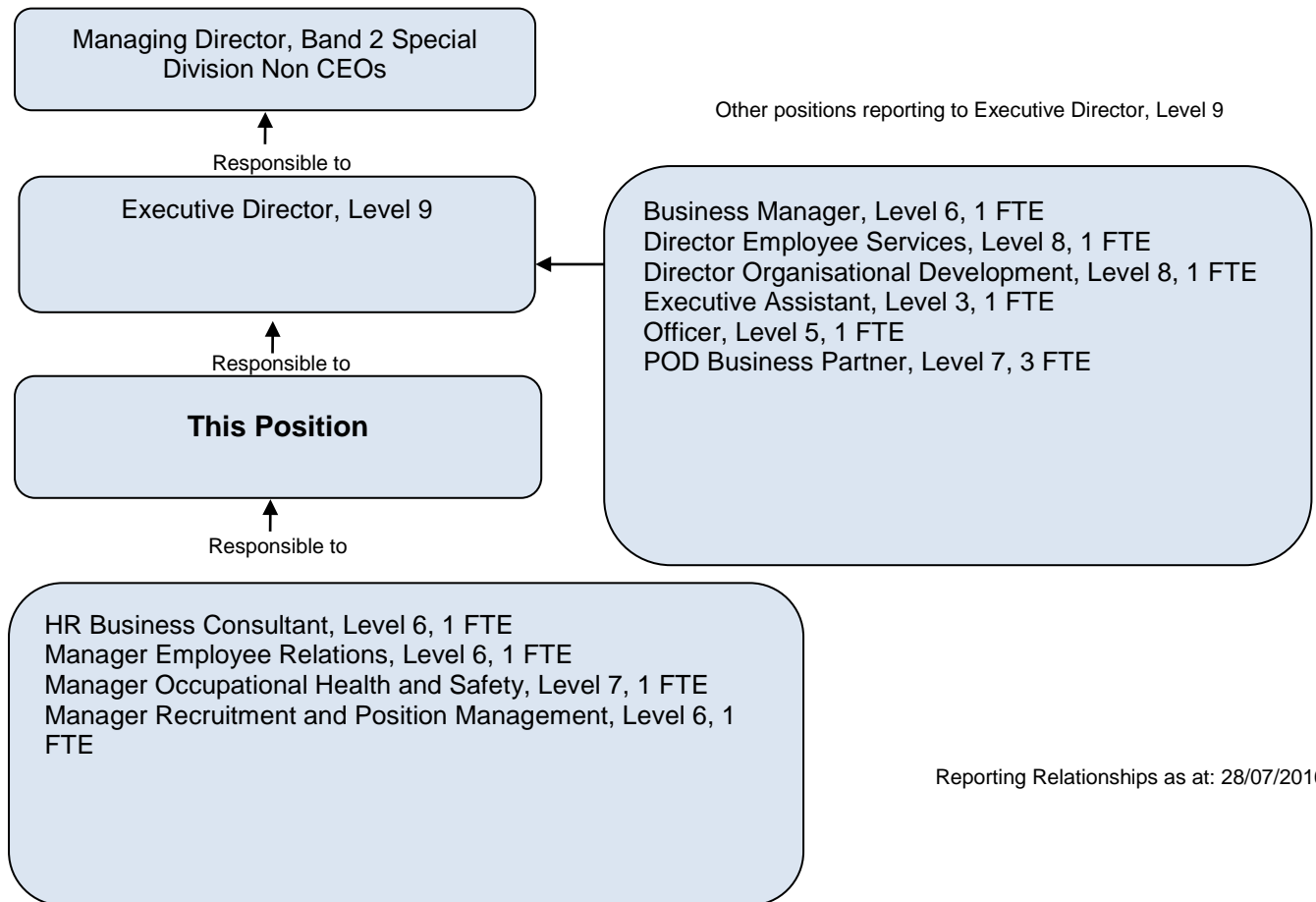
1. Demonstrated experience and ability in managing and leading the provision of best practice HR advice and services, including Employee Relations, to senior managers in a large and complex business.
2. Well-developed understanding of contemporary practices in human resource management and a commitment to maintaining currency of knowledge.
3. Demonstrated high level of leadership skills including the ability to build relationships with senior managers and ability to influence strategic and tactical HR decisions.
4. Significant experience in leading and managing teams to continually improve the delivery of HR customer service excellence.
5. Proven ability to contribute to the strategic direction of an organization, particularly in respect to the development and implementation of a new service delivery model.
6. Knowledge and understanding of relevant legislative and regulatory frameworks.

DESIRABLE:

1. Expertise in the provision of strategic Employee Relations advice at the organisational level.
2. Expertise in the areas of innovative recruitment and selection and occupational safety and health.



Reporting Relationships



Allowances/Special Conditions

- A current national police clearance certificate incorporating criminal and traffic convictions and infringements is required for this position

Certification

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

**Executive Director
 People and Organisational Development**