



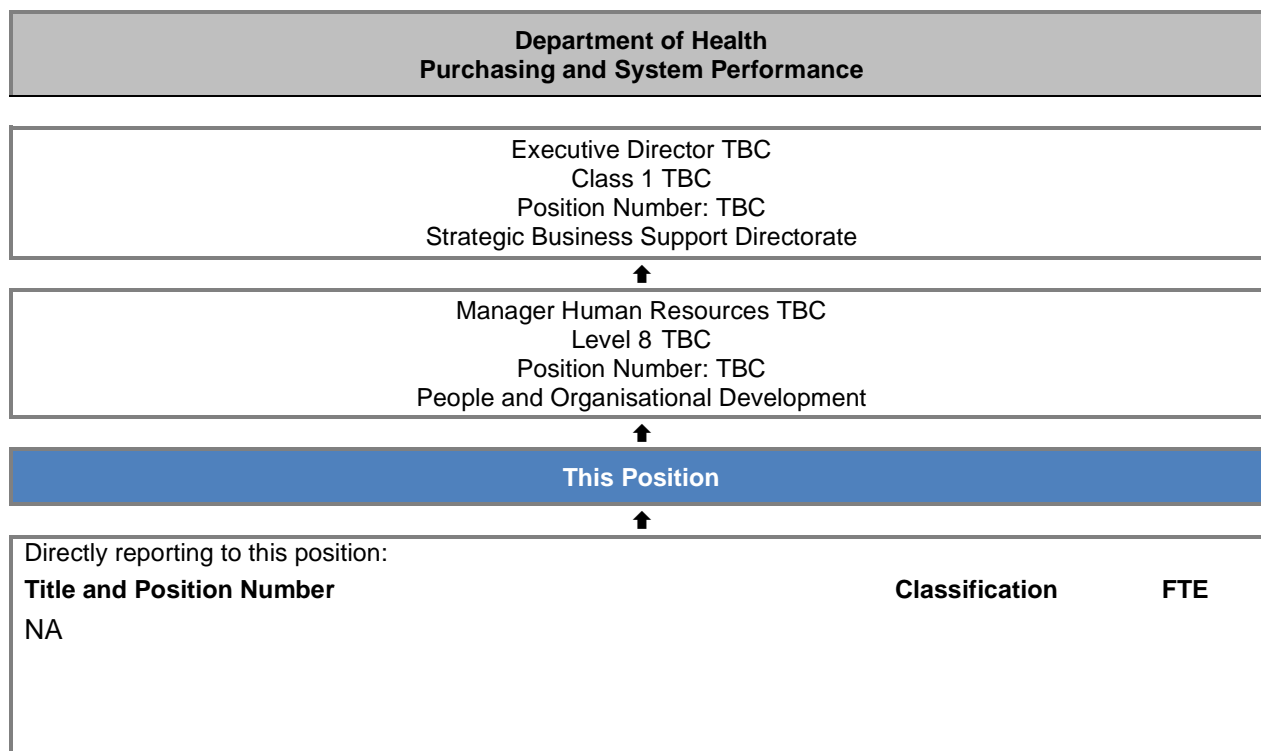
POSITION DESCRIPTION

Position Numbers	00009038
Position Title	Senior Human Resource Consultant
Classification	PSO Level 6
Division/Directorate	Purchasing and System Performance/Strategic Business Support
Branch	People and Organisational Development
Position Status	Permanent
Award	Public Service and General Officers General Agreement
Site Location	East Perth

ORGANISATIONAL ENVIRONMENT

Our Vision	A WA health system that delivers safe, high quality and sustainable services that support and improve the health of all West Australians.
Our Mission	To lead and steward the WA health system.
Our Values	Respect, Excellence, Integrity, Teamwork, Leadership.

REPORTING RELATIONSHIPS



KEY RESPONSIBILITIES

Provides the Department of Health with a high level consultancy and advisory service for management and staff on a broad range of complex human resource management matters.

Contributes to the development, implementation and evaluation of strategic human resource strategies, policies and practices; based on quality customer service principles.

BRIEF SUMMARY OF DUTIES

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

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

Provides a contemporary approach to the delivery of a comprehensive consultancy and advisory service across an allocated portfolio on a range of complex human resource management matters including:

- Recruitment and selection
- Conditions of employment
- Job design and classification
- Redeployment
- Workers' compensation and injury management
- Performance management and development
- Conflict and grievance resolution
- Change management
- Occupational Safety and Health
- Equity and diversity.

Work in partnership with management to resolve employee relations issues and case manages sensitive staff issues such as substandard performance, absenteeism, grievances and discipline in conjunction with the relevant specialist areas, where required.

Interpret and provide advice to managers and staff on relevant Acts, Regulations, Administrative Instructions, Industrial Awards and employment agreements, policies and practices.

Monitor the effectiveness of human resource consulting processes and activities to ensure continuous improvement of outputs and customer service.

Initiate, research, develop, implement and evaluate human resource management strategies, projects, policies, procedures, communication plans and education programs to support the Department's strategic and operational goals and Public Sector directives.

Ensures all outcomes are in line with the department's business requirements and are based on quality customer service principles.

Performs other duties commensurate with the nature and level of the position as required.

WORK RELATED REQUIREMENTS

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

Essential Selection Criteria

1. Substantial knowledge and experience in contemporary human resource management principles and practice, as well as good working knowledge of relevant human resources legislation.
2. Well-developed conceptual, analytical and problem solving skills strategically applied to human resource legislation, Public Sector Standards, policies and practice.
3. Excellent interpersonal, negotiation, verbal and written communication skills that demonstrate the ability to provide an effective consultancy service influencing a positive outcome for the organisation.
4. Demonstrate high levels of productivity, with the ability to meet strict deadlines and manage a range of different tasks.
5. Proven experience in the delivery of customer focused services.

Desirable Selection Criteria

Substantial experience with managing organisational change.
Possession of or progression towards relevant tertiary qualifications.
Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Factors

- Successful 100 point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.

CERTIFICATION

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

Manager	Director
Name:	Name:
Signature:	Signature:
Date:	Date: