



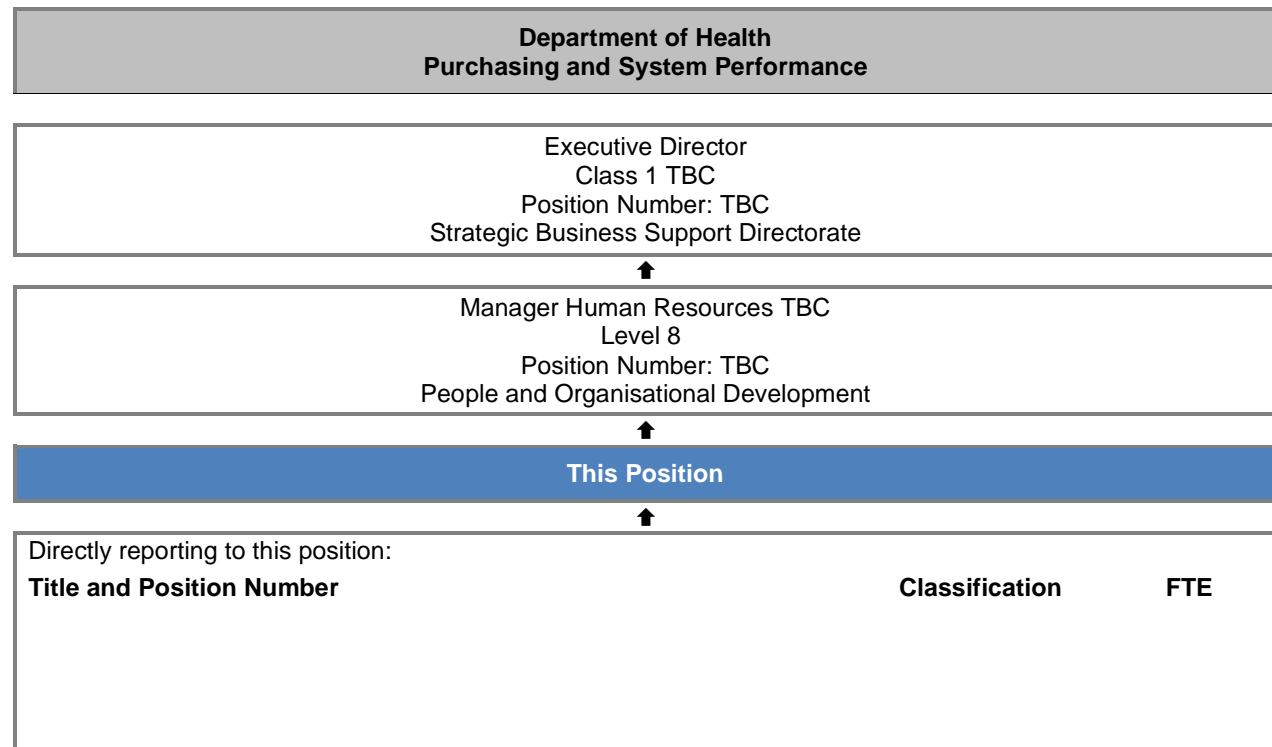
POSITION DESCRIPTION

Position Number	00011073
Position Title	Human Resource Consultant
Classification	PSO Level 5
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 human resource consultancy and advisory service for management and staff on a broad range of human resource matters.

Assists the Human Resource Manager and other Senior staff members in the review and improvement of services, policies and procedures.

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 knowledge-based approach to the delivery of a consultancy and advisory service across an allocated portfolio on a range of human resource 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.

Participates in committees, working parties and other forums.

Conducts supervised internal reviews of suspected breaches of the Public Sector Standards relating to human resource management.

Participates in the case management of formal or informal grievances and disputes.

Undertakes the preparation of briefing papers, correspondence and responses to Ministerials.

Assists with the development, implementation, monitoring and evaluation human resource policies, procedures, practices and relevant operational instructions.

Maintains relevant HR electronic database and hard copy documentation.

Ensures all outputs and 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. Demonstrated knowledge and experience in contemporary human resource management principles and practice within the Public Sector, as well as good working knowledge of the relevant legislation, awards and agreements.
2. Well-developed conceptual, analytical and problem-solving skills strategically applied to human resource legislation, policies and practice.
3. Excellent interpersonal, negotiation, written and verbal communication skills that confirm an ability to provide an effective consultancy service and influence results.
4. Demonstrate high level 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

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: