



HSS REGISTERED

Workforce Planning and Policy Consultant Health Salaried Officers Agreement; G-7

Position Number: 00013532

Organisational Development / Workforce Services
Child and Adolescent Health Service (CAHS)

Reporting Relationships

Executive Director Organisational Development
HSO Class 1
Position Number: 00013461



Director Workforce
HSO G13
Position Number: 00008635



This Position



Reporting to this position:

Title	Classification	FTE
• Nil		

Also reporting to this supervisor:

- Manager Human Resources; HSO G9
- Director Aboriginal Health; HSO G10
- Manager Medical Workforce; HSO GTBD
- Manager Occupational Health and Safety; HSO G8
- Corporate Learning Development Consultant; HSO G6
- Administration Assistant; HSO G3

Key Responsibilities

Develops and implements workforce policies and strategies to assist the Child and Adolescent Health Service (CAHS) achieve its strategic and operational objectives. Coordinates the CAHS Equal Opportunity reporting and other human resource reports as required.

Brief Summary of Duties

1. Policy, Equity and Diversity

- Coordinates the development, implementation and evaluation of CAHS workforce policies and procedures.
- Monitors compliance with the legislative framework including the Public Sector Standards in relation the management of Human Resources across the CAHS.
- Coordinates CAHS reporting within the requirements of the Equal Opportunity Act (WA) 1984.
- Develops, promotes and evaluates workforce diversity and equal opportunity initiatives.

2. Workforce Planning

- Participates in the development, implementation and evaluation of strategic, business and operational plans and initiatives.
- Develops and recommends strategies to secure and retain human resources for the CAHS.
- Develops implements and coordinates the ongoing, evaluation of workforce programs and projects.
- Undertakes collaborative research and critical analysis of workforce data.
- Prepares a range of human resource and workplace planning information to support planning, performance management and decision making processes.

3. Coordination and Liaison

- Represents Workforce on appropriate consultative committees and working groups and undertakes associated projects as required.
- Liaises both with employees and external agencies to ensure delivery of services is provided in accordance with CAHS and government policies.
- Coordinates annual HR reporting requirements for CAHS as required.
- Liaises with Business Intelligence Unit (BIU) on appropriate workforce indicators and metrics to ensure effective compliance with the CAHS Workforce Measurement Framework.

4. CAHS Governance, Safety and Quality Requirements

- Takes reasonable care for own health and safety and that of others and participates in the maintenance of a safe work environment.
- Participates in the Child and Adolescent Health Service (CAHS) performance development review process.
- Supports the delivery of safe patient care and the consumers' experience ensuring services are family centred. This includes participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with Government, WA Health, CAHS and Departmental / Program specific policies and procedures.
- Abides by and upholds the WA Health Code of Conduct, CAHS Vision, Mission and Values, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as required.

Work Related Requirements

Essential Selection Criteria

1. Sound knowledge of contemporary human resource management practices and their application at a strategic level.
2. Highly developed working knowledge of diversity, equal opportunity principles, policies and procedures.
3. Previous experience in the development and implementation of policies and procedures to comply with relevant state and federal legislation.
4. Demonstrated analytical and conceptual abilities.
5. Strong interpersonal skills particularly in the areas of leadership and consultation.

Desirable Selection Criteria

1. Relevant Tertiary qualification.
2. Knowledge of public sector reform issues and an understanding of how they affect public sector agencies
3. Experience in working in the health industry at a senior level.
4. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Appointment Pre-requisites

Appointment is subject to:

- Completion of 100 point identification check
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Integrity check
- Successful Pre-Employment Health Assessment

Certification

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

_____ Manager / Supervisor Name	_____ Signature	or	_____ HE Number	_____ Date
_____ Directorate/ Dept. Head	_____ Signature	or	_____ HE Number	_____ Date

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

_____ Occupant Name	_____ Signature	or	_____ HE Number	_____ Date
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HSS Registration Details (to be completed by HSS)

Created on	September 2016	Last Updated on	July 2017
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