



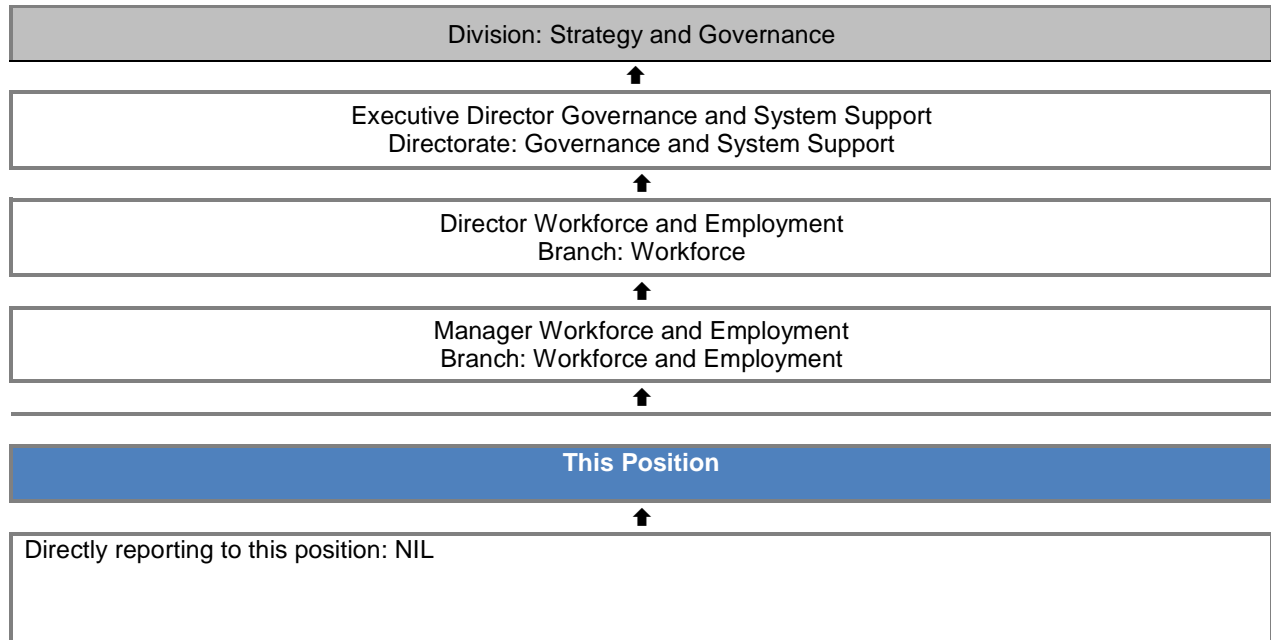
POSITION DESCRIPTION

Position Number	00008311
Position Title	Workforce and Employment Consultant
Classification	PSO Level 6
Division	Strategy and Governance
Directorate	Governance and System Support
Branch	Workforce and Employment
Position Status	Permanent or Temporary
Award	Public Service and Government 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	Collaboration, Openness, Respect and Empowerment

REPORTING RELATIONSHIPS



KEY RESPONSIBILITIES

The Workforce and Employment Consultant participates in the development and implementation of innovative, evidence-based workforce and employment policies, projects, programs and plans to deliver desired outcomes aligned with the WA health system's strategic direction and objectives and consistent with relevant legislation and regulatory policy frameworks.

The position supports monitoring and evaluating workforce and employment policy development and analysis, strategic workforce planning and projects and establishes and maintains effective relationships with stakeholders to assist in coordinating policy development and implementation.

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.

1. Participates in the development, evaluation and implementation of strategic workforce and employment policies, procedures and guidelines on behalf of the system manager.
2. Provides project management support in the delivery of projects aimed at providing high level advice to senior management on complex strategic workforce and employment issues, involving the analysis of legislative requirements and the identification of policy options for resolving those issues (including the benefits, costs and impacts of utilising those options).
3. Establishes and maintains effective relationships with a range of stakeholders to assist in coordinating the development, implementation and evaluation of strategic workforce and employment policy and strategies for the WA health system.
4. Prepares working papers, project plans, briefing notes, meeting notes and general responses to correspondence relating to strategic workforce and employment issues.
5. Assists in the provision of advice to stakeholders on strategic workforce and employment policy, projects and plans as well as related legislative compliance requirements.
6. Assists in the provision of advice and support for the Health Executive Service.
7. Reports on the progress of assigned projects and applies project management principles to ensure that outcomes are achieved within set timeframes.
8. Shares knowledge and works in partnership with other areas in the Department of Health to ensure consistency in advice and services provided.
9. Focusses on the achievement of the WA health system's objectives including working productively in a team and taking responsibility for and managing own work to deliver expected outcomes on time.
10. Performs other duties as directed.

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

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

1. Experience in project management in the area of change management, policy development, workplace relations and/or similar service delivery at a senior level in a complex organisational environment.
2. Demonstrated understanding of contemporary workforce and employment issues and trends.
3. Well-developed interpersonal and communication skills (written and verbal) including the ability to establish and maintain collaborative relationships and networks.
4. Sound negotiation skills and an ability to influence people in the achievement of objectives.
5. Demonstrated ability to work collaboratively within a team to maintain cooperative working relationships towards targeted outcomes.
6. The ability to develop solutions based on sound analytical and conceptual skills and innovative thinking.
7. An understanding of relevant workforce and employment legislation and regulatory frameworks and their impact on employment, people management and service delivery.

Desirable Selection Criteria

1. Tertiary qualifications in a related discipline.
2. Knowledge of contemporary workforce and employment practices in a health and/or public sector environment.
3. Knowledge of the legislative and regulatory framework governing the application of merit, equity and probity principles in public sector employment.

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/Supervisor	Director/Division Head
NAME:	NAME:
SIGNATURE:	SIGNATURE:
DATE:	DATE: