



# Job Description Form

## 1. Position Details

<b>Position Title</b> Workforce, Diversity and Development Coordinator			<b>Position Number</b> DBCA3103303
<b>Level/Grade</b> L6	<b>Specified Calling Level</b>	<b>Agreement</b> PSA 1992 / PSGOCSAGA2017	<b>Effective Date</b> 21 February 2018
<b>Division</b> Corporate and Business Services		<b>Branch</b> People Services	
<b>Section</b> Employee Relations and Safety		<b>Location</b> Kensington	

## 2. Reporting Relationships

<b>Position Title</b> Manager People Services Branch	<b>Level/Grade</b> Level 9
---	-------------------------------



Responsible to

<b>Position Title</b> Manager Employee Relations and Safety	<b>Level/Grade</b> Level 8
--	-------------------------------



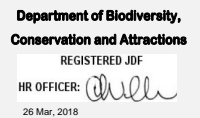
Responsible to

**Workforce, Diversity and Development Coordinator  
Level 6**



Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Workforce and Diversity Consultant	L5	
Workforce Development Officer	L4	



Other offices reporting directly to this office

Position title	Level/Grade
Principal Health and Safety Officer	L6
Chaplain	L6
Injury Management Coordinator	L5

## 3. Role and Scope

This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

- Researches, develops and implements the department's workforce and diversity plan and associated workforce planning projects and initiatives and leads the workforce development team and provides a professional workforce and HR consultancy service to staff.
- Develops, promotes and implements EEO and diversity policy and programs through research and analysis and the provision of relevant training and development.
- Contributes to Human Resource Management (HRM) strategic planning activities.
- Undertakes special HRM projects and provides an expert consultancy and advisory service to management and staff.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

<b>Position Title</b> Workforce, Diversity and Development Coordinator			
<b>Position No.</b> DBCA3103303	<b>Level/Grade</b> L6	<b>Specified Calling Level</b>	<b>Effective Date</b> 21 February 2018

## 4. Responsibilities of the Position and Broad Outline of Duties

The proportion of time likely to be spent on each function or duty may, if appropriate, be indicated as a percentage (%).

### 1. WORKFORCE PLANNING AND DIVERSITY

- 1.1 Coordinates the development, implementation and reporting requirements of the department's Workforce and Diversity plan, Disability Access and Inclusion Plan and Aboriginal Employment Strategy.
- 1.2 Initiates, implements and evaluates workforce planning projects and initiatives to assist the department to achieve its workforce and diversity plan strategies.
- 1.3 Manages workforce programs, including:
  - Scholarships
  - Graduate development & Indigenous cadetships
  - Induction
  - Performance and Development Plans
- 1.4 Researches and provides advice on contemporary/emerging workforce planning issues.
- 1.5 Liaises with the Office of Equal Employment Opportunity and other organisations to ensure EEO and diversity practices are promoted within the department.
- 1.6 Reviews policies and procedures, undertakes research and recommends action with regard to EEO, diversity and workforce planning within the department.
- 1.7 Provides expert advice and support to departmental personnel on all issues covered under the Grievance resolution policy, including the resolution of grievances where requested and refers potential disciplinary matters to the Manager, Employee Relations and Safety.

### 2. WORKFORCE ANALYSIS

- 2.1 Analyses workforce data and reports findings to internal and external stakeholders.
- 2.2 Reviews global workforce planning strategies to evaluate current trends and ensure best practice is applied, as appropriate.
- 2.3 Conducts research and analysis and recommends options/opportunities to meet organisational needs and resolves problems of a complex nature.

### 3. CONSULTANCY

- 3.1 Provides workforce consultancy and advisory service to management, staff and other stakeholders.
- 3.2 Conducts training relevant to the sections core business.

### 4. OTHER

- 4.1 Develops, monitors and reports on the Workforce, Diversity and Development team budget.
- 4.2 Arranges and coordinates project contracts to ensure scope of work is satisfactorily met.
- 4.3 Assists the Manager People Services Branch and Manager Employee Relations and Safety as required.
- 4.4 Undertakes the functions of a Public Interest Disclosure Officer.
- 4.5 Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
- 4.6 Undertakes other duties as directed.

<b>Position Title</b> Workforce, Diversity and Development Coordinator			
<b>Position No.</b> DBCA3103303	<b>Level/Grade</b> L6	<b>Specified Calling Level</b>	<b>Effective Date</b> 21 February 2018

## 5. Selection Criteria

In the context of the duties and responsibilities of the position, the following selection criteria apply. All criteria are essential unless specified otherwise.

Applicants should address the following four criteria. These should be addressed in no more than 4 pages in total.

1. Demonstrated experience in the development and provision of contemporary workforce planning.
2. Considerable knowledge of and commitment to EEO and diversity legislation and principles.
3. Highly developed verbal and written communication skills, including interpersonal, consultancy and negotiation skills.
4. Demonstrated capacity to lead and supervise others.

The following essential criteria will be assessed at some stage during the selection process. Desirable criteria will be assessed as required:

5. Highly developed conceptual and analytical skills.
6. Demonstrated ability to effectively assist in achieving resolution of workplace grievances.
7. Understanding of occupational safety and health principles and practices.
8. Tertiary qualifications relevant to human resource management would be well regarded. (DESIRABLE)
9. Current motor vehicle driver's license. (DESIRABLE)
10. Ongoing willingness and ability to participate in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience. (DESIRABLE).

### Values

In all of our work we will act with the highest *Integrity* and be *Open, Accountable, Creative, Responsive, Innovative, Outcome-focused* and *Collaborative*. For the purposes of this recruitment process, behaviour that reflects the values indicated below (as **Essential** and/or **Desirable**) are included as selection criteria for this position.

#### Desirable:

*Open, Accountable, Creative, Responsive, Innovative, Outcome-focused, Collaborative, Integrity.*

Information on whether appointment to this position is subject to a satisfactory Working With Children or National Police check is included in Section 6 of this form.

<b>Position Title</b> Workforce, Diversity and Development Coordinator			
<b>Position No.</b> DBCA3103303	<b>Level/Grade</b> L6	<b>Specified Calling Level</b>	<b>Effective Date</b> 21 February 2018

## 6. Other

<b>Position Status</b> Does the position form part of the permanent structure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Full Time Equivalent (FTE)</b> Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week ie 60% of full time hours.	1		
<b>Allowances and Special Conditions</b> Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input type="checkbox"/> District Allowance	<input type="checkbox"/> North West Leave	
	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> No Fixed Hours (Rangers only)	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input type="checkbox"/> Other - Please specify below:	
<b>Specialised Equipment Operated</b> Specify type of equipment e.g. 4WD.			
<b>Working With Children</b> Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to <a href="http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/">http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/</a> for information on whether a check is required. If yes, applicants may be asked to provide a WWC check.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>National Police Check</b> Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a <a href="#">National Police Certificate</a> . For more information refer to the department's guidelines on <a href="#">National Police checks</a> .	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

<b>PEOPLE SERVICES BRANCH USE ONLY</b> ANZSCO Code	224712
---	--------

## 7. Certification

The details contained in this document are an accurate reflection of position.

Branch/Division Head	Director General
<b>Signature:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Date:</b>