

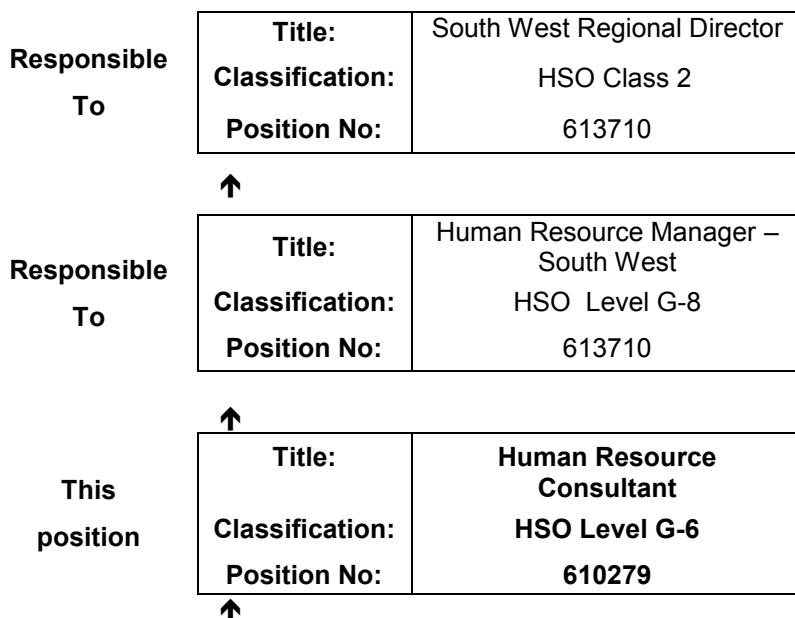


JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

| | | | |
|----------------------------------|--------------------|------------------------|------------------------------------|
| WA Country Health Service | | Position No: | 610279 |
| Division: | South West | Title: | Human Resource Consultant |
| Branch: | Corporate Services | Classification: | HSO Level G-6 |
| Section: | Human Resources | Award/Agreement | Health Salaried Officers Agreement |

Section 2 – POSITION RELATIONSHIPS



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

| |
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| <p>Title Occupational Safety & Health Coordinator Workforce Learning Coordinator Workforce Performance Co-ordinator Clinical Nurse (Staff Health)</p> |
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| Positions under direct supervision: | ← Other positions under control: | | | | | | | | |
|---|---|-------|--|-------------------------------|--|-------------------------------|--|----------|--------|
| <table border="1"> <thead> <tr> <th>Position No.</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td></td> <td>Human Resource Officer HSU L4</td> </tr> <tr> <td></td> <td>Human Resource Officer HSU L3</td> </tr> </tbody> </table> | Position No. | Title | | Human Resource Officer HSU L4 | | Human Resource Officer HSU L3 | <table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> </tbody> </table> | Category | Number |
| Position No. | Title | | | | | | | | |
| | Human Resource Officer HSU L4 | | | | | | | | |
| | Human Resource Officer HSU L3 | | | | | | | | |
| Category | Number | | | | | | | | |

Section 3 – KEY RESPONSIBILITIES

- In conjunction with the Human Resources Manager provides effective and efficient delivery of HR Services to the South West.
- Provides a consultancy and advisory service to management and staff on all aspects of Human Resources Management.
- Participates in the development and implementation of human resource policies and procedures.

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| <p>WA Country Health Service South West</p> <p>27 March 2018</p> <p>REGISTERED</p> |
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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE – What we are here to do

WACHS improves country people's health and well-being through access to quality services and by supporting people to look after their own health.

OUR STRATEGIC DIRECTIONS TO 2018

1. Improving health the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

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OUR GUIDING PRINCIPLES

Consumers first in all we do Safe, high quality services and information at all times Care closer to home where safe and viable. Evidence based services.

Partnerships and collaboration.

OUR VALUES

Community – making a difference through teamwork, cooperation, a 'can do' attitude and country hospitality.

Compassion – listening and caring with empathy, respect, courtesy and kindness.

Quality – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice – valuing diversity, achieving health equality, cultural respect and a fair share for all.

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Section 4 – STATEMENT OF DUTIES

| Duty No. | Details | Freq. | % |
|-----------------|--|--------------|----------|
| 1.0 | CONSULTANCY and PROVISION OF HUMAN RESOURCE MANAGEMENT SERVICES | D | 95 |
| 1.1 | Provides a consultancy and advisory service for managers and staff on all aspects of Human Resource Management including: <ul style="list-style-type: none"> ▪ Recruitment, Selection and Appointment ▪ Conditions of Employment ▪ Conflict and Grievance Resolution ▪ Performance Management/Poor Performance ▪ Labour Relations ▪ Discipline ▪ Equal Employment Opportunity/Diversity ▪ Harassment & Bullying ▪ Code of Ethics and Code of Conduct ▪ Deployment of staff ▪ Award Interpretation ▪ Establishment and Classification | | |
| 1.2 | Advises on recruitment, selection and appointment process with selection panels and Service Managers. | | |
| 1.3 | Assists in facilitating the resolution of internal grievances. | | |
| 1.4 | Co-ordinates the establishment and classification process including job design and preparation of documentation (PEQ, JDF, creation/reclass request) and preparation of comprehensive assessment reports for presentation to the classification establishment committee. | | |
| 1.5 | Develops, implements and evaluates human resource policies, strategies procedures and practices, which are consistent with the South West goals. | | |
| 1.6 | Manages allocated HR speciality portfolios to ensure effective management, consistency and delivery across the region. | | |
| 1.7 | Assists in the development, implementation and evaluation of strategic Human Resources initiatives and programs including benchmarking and quality improvement. | | |
| 1.8 | Undertakes the role of redeployment case manager and provides human resource support in implementing change. | | |
| 1.9 | Designs, presents and facilitates training programs and information sessions for health service management and staff on human resource management issues. | | |
| 1.10 | Undertakes special research projects and makes recommendations to the Human Resource Manager. | | |
| 1.11 | Consults and liaises with other health services and external agencies on contemporary human resource issues and strategies. | | |
| 1.12 | Liaises with unions and employee associations on matters relating to employment conditions of staff members or groups as appropriate. | | |
| 2.0 | OTHER | R | 5 |
| 2.1 | Other duties as directed by Human Resources Manager. | | |

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.

**WA Country Health Service
South West**

27 March 2018

REGISTERED

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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Extensive experience in the delivery of human resource management consultancy support.
2. Demonstrated knowledge and understanding of the application of relevant standards, legislation and awards.
3. Highly developed communication skills (verbal and written), including presentations in group settings.
4. Highly developed negotiation, conflict resolution and interpersonal skills.
5. Knowledge of contemporary human resource management practices and trends.
6. Demonstrated ability to work effectively as a member of a team.
7. Effective research and analytical skills.
8. Current C or C-A Class drivers licence.

DESIRABLE

1. Knowledge and/or experience of the WA health industry.
2. Experience in classification review and establishments.
3. Possession of or progress towards relevant tertiary qualification.
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.

Section 6 – APPOINTMENT FACTORS

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|---|---|----------------------|---|
| Location | South West | Accommodation | As determined by the WA Country Health Service Policy |
| Allowances/ Appointment Conditions | Appointment is subject to: <ul style="list-style-type: none"> • Completion of a 100 point identification check. • Successful Criminal Record Screening clearance. • Successful Pre- Placement Health Screening clearance. • Evidence of Current C or C-A Class drivers licence. | | |
| Specialised equipment operated | Nil | | |

Section 7 – CERTIFICATION

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

Signature and Date: ____/____/____
Executive Services

Signature and Date: ____/____/____
Chief Executive Officer

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

| Name | Signature | Date Appointed | Date Signed |
|-------------|------------------|-----------------------|--------------------|
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