



Assistant Director

POSITION DESCRIPTION FORM

Region / Portfolio / Directorate:

Human Resources

District / Branch:

Employee Relations

Work Unit:**Position Description Number:**

215470

Rank / Level / Band:

Level 8

Position Category:

Choose an item.

Employment Conditions

Industrial Agreement/Award: Current PSA, PSGOGA and Agency Specific Agreement

Work Pattern: Monday - Friday: May be required to work outside normal operating hours

Location: Perth

Position Objective

Manages the delivery of quality, professional and responsive human resources functions and services relating to Employee and Industrial Relation across Western Australian Police Force (WAPOL). Provides industrial expertise along with manages the development, coordination and implementation of policies, programmes, strategies and procedures relating to industrial relations, grievance support, equal opportunity complaints management and disciplinary matters. Oversees the management and coordination of out-posted HR Practitioners.

Role of Work Unit

Employee Relations Division provides advice, information, negotiation, conciliation, advocacy and interpretations on industrial relations matters. The Division oversees the management of all disciplinary issues, equity and diversity complaints and represents the Agency at complaint conciliation and mediation hearings. It also monitors the administration of grievances and provides advice on human resource matters to all members of the WA Police. The Division is also provides oversight and coordination of all out-posted HR Practitioners who are responsible for providing a holistic view on problematic HR issues within the Portfolios/Divisions.

Reporting Relationships

This position reports to:

- Director Human Resources, Level 9

Direct reports to this position include:

- Executive Manager, Level 7, 2 FTE

Total number of positions under control: 20

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Key Accountabilities

1 Strategic Leadership

- 1.1 Provides leadership and direction ensuring services provided by the Division are aligned to organisational objectives and priorities and support WAPOL employees.
- 1.2 Provides high level advice and consultancy to the organisation ensuring service delivery is meeting operational and organisational needs.
- 1.3 Provides effective management to Division staff including guidance, performance management and professional development.
- 1.4 Identifies needs and appropriately plans for change including implementing effective change management strategies to assist Division staff to respond effectively.
- 1.5 Provides leadership and management of the physical, financial, human and technological resources attached to the Division in enabling it to meet organisational objectives.
- 1.6 Participates in human resource strategic planning and review practices and initiates, develops and implements change options that provide for continuous improvement, quality assurance and best practice principles that support frontline service delivery and address Agency and Portfolio objectives.
- 1.7 Participates in the implementation and management of corporate and portfolio reform programs including policies and work practices.

2 Employee Relations

- 2.1 Represents and negotiates on behalf of the WAPOL with employer and employee organisations, industrial relations authorities, relevant industrial tribunals and relevant state and commonwealth organisations on employee and industrial relation issues
- 2.2 Provides high level strategic advice to the WAPOL executive on employee and industrial relations issues of corporate significance.
- 2.3 Develops and maintains strategic relationships with key stakeholders including relevant union, government and non-government agencies to facilitate the development of proactive policies and practices.
- 2.4 Oversees the management and coordination of out-posted HR Practitioners.
- 2.5 Develops, coordinates and implements policies, strategies and procedures in the areas of industrial relations, grievance support, equal opportunity, complaints management and disciplinary matters.
- 2.6 Develops a comprehensive annual Business Plan considering environmental factors and identified risk areas to deliver projects and programs.
- 2.7 Identifies, prepares and maintains programs and determines priorities ensuring effective delivery of employee and industrial relations services.
- 2.8 Contributes to the development of the WA Police Workforce Plan and other plans that require Employee Relations input.
- 2.9 Identifies and reports on internal and external trends relating to Employee Relations service provision including emerging risks, opportunities to improve service delivery enhancing organisational and operational performance.
- 2.10 Ensures all practices and processes within the Division are compliant with WA Police, Public Service and government policies and procedures.
- 2.11 Responds promptly and appropriately to areas of risk including audit, other compliance related findings and reports on governance and compliance matters.

3 Other

- 3.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 3.2 Undertakes other duties as directed.

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Work Related Requirements

Essential

Context in which work related requirements will be applied and or general standard expected.

Industrial Relations

Experience in provision of high level and strategic advice as it relates to industrial matters. Experience interpreting and applying relevant legislation, awards, policies and procedures particularly pertaining to employee and industrial relations, Equal Opportunity, bullying/grievances and disciplinary matters.

Maintain contemporary knowledge of industrial relations and human resource management trends.

Leadership

Lead and supervise staff to deliver quality service outcomes; providing direction and guidance to achieve objectives. Commits drive, energy and resilience. Understands organisation objectives and links business unit and service output.

Decision making

Undertake high level corporate decisions and being accountable for the decisions made. Considers and understands the ramifications of a wide range of issues, anticipating risks and impact.

Communication

Experience representing and advocating in various forums on industrial and human resource related matters. Approach discussions and/or negotiations with a strong grasp of key issues and risks. Identifies common ground to achieve agreement and/or acceptance of solutions/decisions. Manages the preparation of a wide range of written communication.

Relationship management

Build and sustain productive working relationships, both internally and externally to the organisation. Harness understanding of differences and heirarchy to anticipate reactions and enhance interactions.

Desirable

Possession of, or progression towards a tertiary qualification in Human Resource Management, Industrial Relations or a related field.

Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

Certification

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

Position	Name	Date
Workforce Design and Consultancy	Debbie Van Hamersveld	31/10/2018
Director Human Resources	Karen Roberts	31/10/2018