



Workforce Consultant

POSITION DESCRIPTION FORM

Region / Portfolio / Directorate:

People Capability

District / Branch:

People Planning and Deployment

Work Unit:

Workforce Programs

Position Description Number:

215639

Rank / Level / Band:

Level 5

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: Joondalup and Perth, as required

Position Objective

Develops, coordinates and implements complex human resource (HR) workforce programs and/or projects and initiatives of workplace and corporate significance. Provides a highly responsive customer service on contemporary and/or emerging strategic HR and workforce development issues, policies and procedures.

Role of Work Unit

The area has five distinct service teams, police recruitment, police deployment, police promotions and a workforce planning and workforce programs team. Each area (recruitment, deployment and promotions) provide an advertising service that promotes vacancy opportunities through to candidate assessment, management and appointment. The teams have a professional working relationship with various sites across the agency. The teams are service focused and work to ensure the police officer staffing requirements are maintained. The workforce planning and associated programs work to ensure a strategic focus is applied and various programs of work support the workforce planning objectives.

Reporting Relationships

This position reports to:

- Executive Manager (Programs), Level 7

Direct reports to this position include:

- nil

Total number of positions under control: nil

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Key Accountabilities

1 Research and Analysis

- 1.1 Monitors, evaluates and reports on workforce programs, and reviews the effectiveness of programs, identifying continuous improvement opportunities.
- 1.2 Researches and analyses workforce program developments in both the public and private sector and other policing jurisdictions to identify contemporary and best practice workforce management trends, themes and initiatives.
- 1.3 Undertakes and/or coordinates the investigation, collation, analysis and evaluation of workforce program data to identify trends and inform reviews, reports, projects and strategic HR initiatives. Develops recommendations for evaluation and determination.
- 1.4 Investigates and analyses strategic HR issues, policies, practices and/or procedures to identify the relevancy and effectiveness of implemented workplace initiatives and to contribute to workforce programs.
- 1.5 Interprets and applies human resource management legislation, principles and policies to address workforce issues and monitor compliance with government and agency requirements.

2 Project Management

- 2.1 Leads and coordinates complex strategic HR Projects using structured project management methodology, ensuring projects are completed within timeframes and defined parameters.
- 2.2 Provides a consultancy and advisory service to relevant business units and those that will be impacted by project outcomes to ensure stakeholder requirements are met.
- 2.3 Provides advice, briefings and progress reports to management on all aspects of project development and implementation.
- 2.4 Evaluates project findings, identifies options and develops recommendations regarding project outcomes and process improvements on key workforce programs issues.
- 2.5 Works collaboratively with Agency and external stakeholders and represents the division at meetings and on working groups.
- 2.6 Quality assures project work prepared by team members to ensure compliance with agency and public sector standards and policies, procedures and practices relating to workforce programs.

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.

Project management

Leading and developing human resource workforce program initiatives and projects within a complex and demanding environment. Scheduling, organising, planning tasks to complete projects within deadlines. Coordinating and prioritising competing demands.

Human Resource Management

Applying knowledge of human resource management, legislation, policies and best practice workforce management principles to workforce issues. Identifying and contributing to improvements. Leading the implementation of HR programs and change.

Research and evaluation skills

Researching, identifying and reviewing issues and data, evaluating findings and presenting possible solutions with minimal direction.

Communication

Consulting, influencing and negotiating with stakeholders and business areas impacted by workforce program change. Working cohesively in a team environment. Contributing to the development and presentation of strategic documentation, briefing notes, business cases, preparing reports, and project documentation. Delivering presentations to various stakeholders.

Conceptual and analytical

Analysing, conceptualising and identifying complex issues to provide advice and recommendations. Problem solving and lateral thinking. Integrating and synthesising information and data to form findings.

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 Consultant (Design) Workforce Design and Consultancy	Louise Middleton	9 January 2019
Assistant Director People Planning and Deployment	Fran Jolliffe	9 January 2019