

POSITION DETAILS

Position Title

Human Resources Officer

Position Number

Generic

Classification Level

Level 3

Award/Agreement

Public Service Award 1992 /
Public Service and Government Officers
General Agreement 2017

Division/Directorate

Corporate Services

Branch/Section

Human Resources

Physical Location

140 William Street, Perth

Effective Date

5/06/2019

REPORTING RELATIONSHIPS

Position reports to

13109 – Assistant Director, Human Resources –
Level 7

Positions reporting to this position

Nil

PURPOSE OF THE POSITION

Provides customer focused support across a diverse range of human resource activities including recruitment, selection, establishment, classification and special projects.



ABOUT THE DEPARTMENT

The Department of Local Government, Sport and Cultural Industries facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

MISSION

To enable dynamic and inclusive communities and support the WA economy through effective regulation and the facilitation of outstanding sporting and cultural experiences and opportunities.

VISION

Creating a vibrant, inclusive and connected WA community.

VALUES

**Customer Focused
Responsive
Respectful
Accountable
Innovative**

DLGSC Objectives

- Improve capability and outcomes across the local government, sport and recreation and culture and arts sectors
- Improve participation of culturally and linguistically diverse communities within Government and promote, support and celebrate the State's cultural diversity
- Contribute to the wellbeing of the community through effective regulation
- Encourage and enable understanding and acknowledgement of Aboriginal history and contemporary society
- Facilitate public engagement with highly valued sporting, cultural and recreational spaces and places

DLGSC Approach

We will achieve this by:

- Working collaboratively with the community, all tiers of government and key stakeholders to implement a shared approach to improve community engagement and experience
- Being efficient, effective and responsive through an agile and flexible workforce
- Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
- Contributing to the achievement of whole-of-State Government targets
- Using evidence based information to develop community focused engagement and partnerships

DUTIES OF THE POSITION

This section outlines the results and outcomes required of an individual in this position.

1. Provides a consultancy and advisory service to management and staff on Human Resource Management initiatives.
2. Provides support in various human resource activities and may be directed to provide assistance in one or more of the following areas:
 - Workforce planning
 - Reporting and analysis
 - Learning and development
 - Equity and diversity
 - Organisational design
 - Job analysis and preparation of position descriptions
 - Recruitment and selection
 - Redeployment and career transition
 - Classification determination
 - Employee relations
 - Human resource process development
3. Other duties as required with respect to the skills, knowledge and abilities of the employee.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the Department's Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

WORK RELATED REQUIREMENTS

Essential Pre-employment requirements: Nil.

Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement.

Please note that a criminal record does not necessarily disqualify you for appointment. You will be given the opportunity to discuss the matter fully before a final decision is made.

Applicants should demonstrate their capacity to meet the following criteria, which should be read in conjunction with the specific responsibilities of this role.

Essential

- 1. Role Specific**
Demonstrated experience providing support in a human resource environment, with a working knowledge of consultancy, training, process development and employment services.
- 2. Shapes and Manages Strategy**
Ability to research, analyse and make evidence-based recommendations.
- 3. Achieves Results**
Sound organisational and prioritising skills with the ability to see tasks through to completion deadlines.
- 4. Builds Productive Relationships**
Ability to develop and maintain productive relationships, including liaising and consulting with a variety of individuals.
- 5. Exemplifies Personal Integrity and Self-awareness**
Ability to demonstrate public service professionalism by ensuring position objectives are met in accordance with the relevant Departmental policies and procedures.
- 6. Communicates and Influences Effectively**
Well developed communication skills, including the ability to adapt messages to suit the intended audience.

Desirable

1. Post secondary qualification in HR or a related field.



ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Special Conditions

- 'Australian Permanent Residency' status is a minimum requirement for permanent appointment to the WA Public Sector. However, for appointment on a fixed term contract or casual basis, applicants only require a valid Work Visa for the duration of the entire advertised term.

Appointment is subject to:

- 100 point identification check; and
- Criminal Records Screening clearance.

Training:

- Complete induction within three months of commencement;
- Complete any training specific to the role required by Departmental policy; and
- Complete the department's accountable and ethical decision making training within six months of appointment eg. duties required to undertake the role

CERTIFICATION

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

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Corporate Executive Representative Signature

Date (DD/MM/YYYY)

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the Department's Code of Conduct.

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Employee Signature

Date (DD/MM/YYYY)

REGISTERED	
DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	
Initials: KC	Date: 30.10.2019