



JOB DESCRIPTION

LEGAL AID WESTERN AUSTRALIA

Senior Human Resources Consultant (50D) or Human Resources Consultant (50D)

General Division Level 6 or General Division Level 5, Full Time, 37.5 hours per week
Human Resources Branch, Business Services Division, Perth Office

Job Description

Provides high level human resources management support to managers and staff at all levels of the organisation. Develops, implements and maintains strategies, policies, procedures to support a culturally safe workplace. Works collegiately with the Coordinator - First Nations Services to deliver the objectives of Legal Aid WA's First Nations Strategic Plan and contributes to the strategic and business planning processes of the HR Branch.

About Legal Aid Western Australia

Legal Aid Western Australia provides legal assistance services across Western Australia and the Indian Ocean Territories. We serve the broader community by providing information and legal advice with a focus on the prevention and early resolution of legal problems. We prioritise more intensive services, such as representation and mediation, to those who need them most. Legal Aid delivers services through a network of ten offices, 16 Virtual Offices, 53 outreach location and over 450 private lawyers across the State. We have a statutory duty to deliver legal aid in the most effective, efficient and economical manner. Legal Aid WA reports to the State Attorney General.

The vision for the [First Nations Strategic Plan](#) is to continue to widen access to justice in a culturally safe and inclusive environment. Legal Aid Western Australia is committed to just and equitable treatment for Aboriginal people and communities.

Our Vision, Mission and Values

Vision

Equitable access to justice to support a fair and safe community.

Mission

To assist the community by providing quality and timely legal help to those who need our assistance.

Values

Making a difference - We are committed to helping people understand and protect their rights.

Client-centred - We put clients at the centre of everything we do.

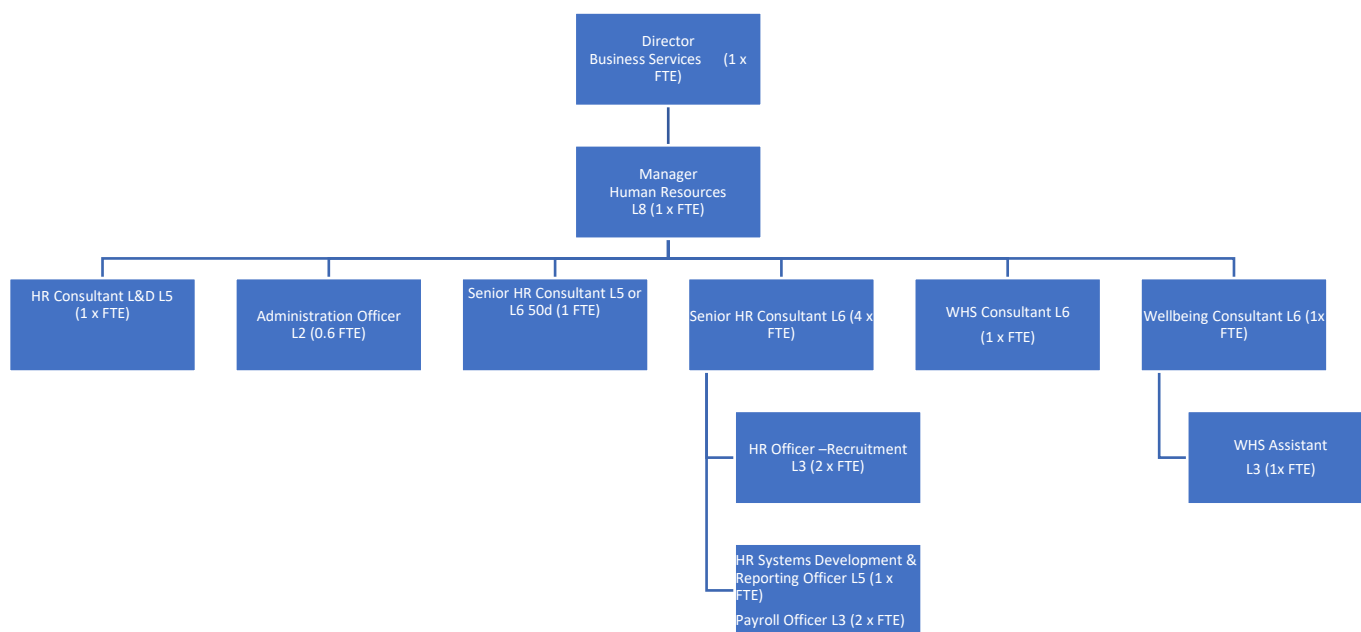
Respect - We care about our clients and the community in which we live.

Innovation - We are committed to continuous improvement.

Transparency - We are an open and accountable organisation.

Reporting Relationships

Human Resources



Scope of Duties

- Provides consultancy and coaching services on a range of human resources matters (including employee and industrial relations, policy, classification, establishment, recruitment, grievance) to managers and staff at all levels of the organisation, promoting culturally appropriate and safe practices and wellbeing.
- Makes a significant contribution to the development, implementation and review of Legal Aid's [First Nations Strategic Plan](#) and [Reconciliation Action Plan](#) objectives for matters relating to human resources.
- Identifies, develops, monitors, reviews and assists in the implementation of innovative and enabling HR policies, practices and strategies which support a culturally safe and inclusive workplace; including the attraction, development and retention of First Nations employees.
- Provides consultancy on Legal Aid WA policy, procedures and working practices affecting staff and contractors, to support a culturally safe and inclusive workplace.
- Contributes to the implementation, review and ongoing development of Legal Aid WA's Cultural Learning Framework. Identifies and coordinates training and development activities outlined in the Framework. Facilitates learning activities where appropriate.
- Develops networks and works collaboratively with stakeholders including the Coordinator - First Nations Services, Human Resources colleagues, Executive Management Team, First Nations Staff Network, the wider staff group, and counterparts in other WA Government organisations.
- Applies integrity to all aspects of the role and ensures compliance with respect to the legislative framework, the public sector standards and policies and procedures.
- Actively participates in the promotion, planning, support and implementation of organisational change management initiatives.
- Other duties as required.

Level of appointment will be determined by the relevant skills, experience and abilities demonstrated throughout the selection process.

Appointment at Level 5: Demonstrated experience in delivering a range of operational human resource management client focused services; knowledge of relevant human resource management issues; experience in interpreting and applying employment legislation, policies and procedures; involvement in the review and development of policies, procedure and practices.

Appointment at Level 6: Comprehensive experience working in a human resource management environment and in the development, implementation and evaluation of innovative solutions to complex organisational issues; experience drafting procedures; experience working with and influencing senior stakeholders.

Selection Criteria

All selection criteria will be assessed through interview or alternative selection methods.

ESSENTIAL

- Aboriginality is a genuine occupational qualification for this position under section 50D of the *Equal Opportunity Act 1984*. Applicants must be of Aboriginal or Torres Strait Islander descent, identify as Aboriginal or Torres Strait Islander and be recognised as such by the Aboriginal or Torres Strait Islander community.
- Comprehensive experience working in a human resource management environment and in the development, implementation and evaluation of innovative solutions to complex organisational issues.
- Demonstrated communication skills (written and verbal) including the ability to prepare reports, policies and procedures.
- Strong stakeholder management skills with a demonstrated ability to influence, champion change and manage relationships effectively.
- A good understanding of culturally appropriate employment, development and retention practices in the workplace.
- Ability to research, analyse and interpret information.
- A high level of self-awareness with an ability to maintain appropriate boundaries and recognise and address conflicts.

ESSENTIAL REQUIRED CORE COMPETENCIES

These are essential criteria for appointment to all Legal Aid WA positions. Refer to the Core Competencies Matrix in the Application Guidelines.

- Committed to the principles of social justice.
- Values people, partnership and teamwork.
- Willingness to learn and share knowledge with others.
- Outcome and service focused.

Qualifications/Licences

It is important that you set out clearly in your application a summary of your qualifications and attach a copy of relevant qualifications with your application.

All appointments to Legal Aid Western Australia are subject to satisfactory National Police Certificate and 100 Point Identification Check.