



Job Description Form

Manager Human Resources

Human Resources

Position details

Classification Level: 6

Award/Agreement: Public Service Award 1992 / Public Sector CSA Agreement
(and subsequent agreement/s)

Position Status: Permanent

Organisation Unit: Public Trustee, Corporate Support

Physical Location: Perth CBD

Reporting relationships

Responsible to: 005969 Director Corporate Support – Level 8

This position: 005970 Manager Human Resources – Level 6

Direct reports: NIL

Overview of the position

The Corporate Support Directorate comprises of the Finance, Human Resources, Training and Development, Contract Management, Information Technology and Risk, Business Continuity and Assurance Branches. Each Branch provides support services to internal and external stakeholders that are aligned to the Public Trustee business objectives, operations and corporate reporting and governance.

The Manager Human Resources is responsible for the efficient and effective delivery of a broad range of human resource services across the Division. The position is the initial point of contact for staff and managers on HR policy and procedures, provision of advice on matters and provides coaching and support to line managers to enable effective management of staff.

The Manager Human Resources undertakes high level inquiries, activities and assignments and provides operational and practical advice to staff and management. The position also provides reports, monitors FTE and makes submissions and recommendations on various matters in accordance with department policy and HR Management Delegations to meet business outcomes.

Job description

As part of the Human Resources team, the successful applicant will be expected to:

- Work to improve communication and model integrity and respect in all interactions.
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity.
- Operate within the chain of command to coordinate activities required to meet the Department's strategic objectives.
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.
- Facilitate cultural and management reforms within the Department through leadership and engagement.
- Represent the Department's interest on committees and working groups as required.

Role specific responsibilities

- Provides a consultancy and coordination service to management and staff for the delivery of HR functions including recruitment; mobility; payroll enquiries and employee entitlements; performance management; occupational safety and health; worker's compensation; job design and classification and FTE management and deployment.
- Provides support on grievance resolution, sub-standard performance and disciplinary procedures in accordance with Department of Justice policy.
- Conducts research and analysis and recommends options to resolve complex human resource matters.
- Facilitates the end-to-end processes in consultation with the Department of Justice for recruitment and cessation of employees.
- Assists the Director Corporate Support with developing attraction and retention strategies.
- Coordinates and manages the operational processes for restructuring and change management strategies for the Public Trustee.
- Prepares documentation and submissions in accordance with departmental policy, procedures and Human Resource Delegations.
- Collaborates with stakeholders to identify the issues associated with human resource management practices.
- Liaises with staff, management, other departments, external training providers and union representatives on a broad range of HR matters.
- Represents the Public Trustee on various Departmental committees.

- Delivers presentations on implementation of divisional operational policies and procedures.
- Takes a proactive role to ensure appropriate systems are in place to detect non-compliance with Industrial Relations, EEO and Work Health and Safety legislation and to instigate appropriate actions where necessary.
- Undertakes compliance reporting on HR activities such as leave; timesheets and performance planning and liaises with relevant business areas to action.
- Reviews and provides advice on the management of issues relating to Conflicts of Interests, Secondary Employment and the acceptance of Gifts, Benefits and Hospitality.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Job related requirements

In the context of the roles specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to; understand the Department's objectives and links to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals, scan the environment to monitor priorities and keep self and other stakeholders informed on critical factors and issues, think laterally, be innovative, identify and work collaboratively to overcome challenges and implement reform program initiatives are important for this role.

Achieve Results

The ability to; evaluate project/program performance, identify areas of improvement and initiate changes to ensure positive outcomes, deal positively with uncertainty and cope in a changing environment, able to determine appropriate actions despite a lack of clarity, a focus on quality, adherence to current procedures and managing projects to completion within a set timeframe are fundamental to this role.

Builds Productive Relationships

The capacity to network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, to actively listen to staff, colleagues and stakeholders involved in the reform program and encourage engagement and contribution to the process is a requirement for this role.

Exemplifies Personal Integrity and Self-Awareness

A demonstrated; high level of personal commitment to integrity, professionalism, probity and personal development; adherence to the Code of Conduct; ability to constructively challenge issues, discuss alternatives to progress issues, meet objectives, follow up to finalise work, maintain a positive outlook. Engage with risk by providing impartial and clear advice, constructively challenging issues and proposing solutions. Actively identifies potential risk issues and reports to management.

Communicates and Influences Effectively

A demonstrated ability to present messages confidently and persuasively and to successfully listen, understand and adapt to a range of audiences is a requirement for this role.

Role Specific Criteria

- Well-developed understanding of, and broad experience in, both strategic and operational human resource management issues.
- Well-developed understanding of relevant legislation and standards applicable to the Public Sector.
- Demonstrated ability to support the resolution of workplace issues and assist with discussions to help reach positive outcomes.

Desirable

- Possess and/or progress towards a tertiary qualification in human resource management or a related discipline.

Special requirements/equipment

Nil

Certification

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

Public Trustee

Signature: _____ Date: February 2026

HR certification date: February 2026