



Senior Workforce Projects Consultant - Level 6 (00023735)

Group:	<i>Corporate Services and Transformation</i>	Location:	<i>East Perth - Mineral House</i>
Division/Directorate:	<i>People and Culture</i>	Supervises:	<i>1</i>
Branch:	<i>People and Culture</i>	Reports to:	<i>Manager Workforce Projects</i>
Section:	<i>Workforce Projects</i>		

Operational Context

The People and Culture Directorate leads the development and delivery of people-related services and initiatives, driving enhancements to organisational culture and employee wellbeing. This includes strategies and programs to attract, retain and develop employees, administering employee benefits programs, and supporting performance management and workplace conduct matters. These initiatives contribute to the successful achievement of our strategic plan through empowering our people and prioritising efficient and effective human resources practices and systems, the safety and wellbeing of our people and leadership capability.

Role Overview

This position leads and undertakes strategic HR projects, researches issues and develops and implements initiatives.

Building Leadership Impact as a Leader of Others

We believe that all our people are leaders and expect and encourage them to demonstrate leadership in their roles. Leadership in this position is about motivating and enabling a team to deliver high-quality work that contributes to the agency. They balance their time between doing the work, and coaching, guiding and developing others.

Role Responsibilities

The following outlines the key responsibilities and duties related to this position:

- Develops detailed project plans to achieve the program of work and appropriate supporting documentation such as briefing notes, business cases, surveys, reporting and approval documentation.
- Manages, implements, and delivers significant workforce projects/initiatives, including project scoping, project planning, stakeholder engagement, risk management, schedules/timelines, communication plan and progress reporting.
- Undertakes research, analysis and evaluation to inform the development and implementation of projects, policies and programs.
- Utilises change management practices to enable the effective implementation of project initiatives and workforce strategies across the department.
- Proactively develops and maintains productive working relationships with internal and external stakeholders, and effectively obtains their buy-in to achieve required outcomes.
- Facilitates consultation mechanisms and information sessions for management and staff on topics relevant to the implementation of new or revised projects, policy or programs.
- Plans and develops new and innovative ways of working by seeking out contemporary HR practices and applying change management interventions and methodology to projects, policy and strategies to improve organisational effectiveness.
- Coaches and mentors staff to ensure the appropriate skills and expertise are available within the team including managing staff performance.
- Focuses on the achievement of objectives including working productively in a team and taking responsibility for and managing own work to deliver expected quality outcomes.
- Maintain awareness of contemporary human resource practices to support self-development as well as continuous improvement of practices.

Corporate Responsibilities

The following outlines departmental responsibilities:

- Acts ethically and supports others to do the same, in line with the departments Values and the Code of Conduct.
 - Takes reasonable care to protect your own safety, health and wellbeing at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all applicable work health and safety laws.
 - Performs other duties as directed.
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Role Specific Requirements

The following outlines what experience and qualifications are required to undertake this role:

- Demonstrated experience in managing organisational projects and demonstrated knowledge of project management methodology.
- Demonstrated analytical, research and evaluation skills including the ability to conceptualise and provide innovative solutions to complex problems and issues.
- Demonstrated knowledge and experience in the development and implementation of human resources policy documentation, as well as demonstrated experience in interpreting and applying policy and legislation.
- Experience in leading and developing a team promoting a positive team environment.

Expected Leadership Behaviours

While it is expected that the occupant will demonstrate all leadership behaviours of a [Leader of Others - People](#), the following outlines those that are required to undertake this role:

- **Lead Collectively** - You seek to build and maintain effective working relationships with others, and are mindful of the partnerships that support your efforts to deliver value for your team and work area.
 - **Think Through Complexity** - You approach problems with curiosity, seek to understand and identify the root causes of problems and initiate solutions with confidence.
 - **Dynamically Sense The Environment** - You adapt your communication style to target audience to influence or persuade.
 - **Deliver on High Leverage Areas** - You identify and understand the competing priorities of your work area, prioritising essential tasks and making adjustments as appropriate.
 - **Build Capability** - You clarify your expectations of those in your team; monitor their performance; and support their growth and development through feedback, on the job training, coaching and other opportunities.
 - **Embody The Spirit of Public Service** - You lead by example, promoting and role modelling behaviours and respect for others in all aspects of your work, thereby protecting your reputation and that of your team or work area, agency and the sector.
 - **Lead Adaptively** - You lead others through changes with strength and understanding, and support those who are challenged by change.
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This position reports to:

Manager Workforce Projects

Position No: MIS22226

Classification: L7

Positions reporting to this Role:

Workforce Projects Consultant - (00017174)

L5

Position Conditions:

The following outlines pre-employment assessments and ongoing conditions and requirements:

- Nationally Coordinated Criminal History Check

Approved Date

11-MAR-2026