



Manager Talent and Job Design - Level 7 (00016677)

Group:	<i>Corporate Services and Transformation</i>	Location:	<i>East Perth - Mineral House</i>
Division/Directorate:	<i>People and Culture</i>	Supervises:	<i>6</i>
Branch:	<i>People Services and Capability</i>	Reports to:	<i>General Manager People Services and Capability</i>
Section:	<i>Recruitment and Engagement</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

The primary role is to oversee the planning, development and delivery of contemporary talent acquisition, selection and appointment and job design processes, strategies and tools to enable high organisational performance. The position will lead the Recruitment and Establishment team who are responsible for the development and delivery of a highly responsive, strategic, customer and solutions focused talent acquisition and job design service for the department.

Building Leadership Impact as a Leader of Leaders

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 getting results through leaders and their teams in a single business area, and by influencing leaders in other business areas.

Role Responsibilities

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

- Provides strategic advice and direction on attraction and contemporary recruitment initiatives to achieve whole of department workforce needs.
- Delivers an effective and efficient talent acquisition and job design service that is innovative and can adapt with the changing needs of the department and provide a high level of quality assurance incorporating onboarding and induction.
- Establishes measurements that support the accomplishment of directorate and department goals, monitoring the effectiveness of service delivery, reporting on outcomes and identifying opportunities for process improvement and automation.
- Leverages digital technologies to streamline recruitment and job design processes, foster automation, identify and implement contemporary best practice recruitment policy and processes and enhances customer satisfaction.
- Participates in operational planning to develop the Directorate's objectives to enable delivery of departmental outcomes.
- Coaches and mentors staff to ensure the appropriate skills and expertise are available within the team including managing staff performance.
- Ensures organisational aims and objectives in relation to Recruitment and Establishment activities are achieved in accordance with directorate business planning and the Strategic Plan, while complying with relevant legislation and public sector policies and standards.
- Liaises with internal and external customers to ensure appropriate service delivery, improvement needs and

expectations are met.

- Leads the development of innovative solutions and continuous improvement of existing policies, processes and services to deliver best practice recruitment and engagement solutions to meet the needs of business areas across the department.
- Contributes to the development and implementation of corporate policies and procedures including the achievement of Equal Employment Opportunity and diversity outcomes.
- Identifies and implements innovative HR initiatives to contribute towards the efficiency and effectiveness of the team.

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.

Role Specific Requirements

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

- Demonstrated experience leading and managing a customer focused talent acquisition service with particular proficiency in monitoring performance metrics and implementing continuous improvement initiatives.
- Good understanding of organisational design principles and job evaluation frameworks and the ability to apply this knowledge in the WA Public Sector context.

Expected Leadership Behaviours

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

- **Lead Collectively** - You coach those you lead and influence to align their practices and understand how their contributions add value.
- **Think Through Complexity** - You think critically and strategically to solve problems and enhance effectiveness.
- **Deliver on High Leverage Areas** - You drive excellent performance in your teams, setting clear role and performance expectations, and ensuring a shared understanding.
- **Build Capability** - You understand your role in creating a healthy culture in your business area and contributing to a productive culture in your agency.
- **Embody The Spirit of Public Service** - You display and embody the spirit of public service in all your decision making, interactions and professional activities.
- **Lead Adaptively** - You understand the impact of your personal style on those you lead and interact with, deliberately adapting your approach to achieve desired outcomes.
- **Dynamically Sense The Environment** - You read patterns, trends and or connections - both internal and external to your work environment - that impact the work of your business area.

This position reports to:

General Manager People Services and Capability

Position No: MIS17147 Classification: L8

Positions reporting to this Role:

Classification and Establishment Officer - (MPR02257)	L4
Classification and Establishment Coordinator - (00023740)	L5
Classification and Establishment Coordinator - (IR080010)	L5
Coordinator HR Services Process Integration - (00000266)	L5
Coordinator Recruitment - (IR080011)	L5
Senior Project Officer - (MIS24247)	L6

Position Conditions:

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

- High integrity required for conflicts of interest
- Nationally Coordinated Criminal History Check

Approved Date

26-MAR-2026