



Job Description People Strategy Consultant Level 5

Position Number:	20002667	FTE:	1.0
Division	Corporate Services	Award/Agreement:	Government Officers' Salaries, Allowances and Conditions Award 1989, Public Sector CSA Agreement 2024 or as replaced
Branch:	People and Culture		
Location:	Murdoch		

Reporting Relationships

Reports to

Manager People and Culture, Level 7

Other officers reporting to the above office:

Senior People Services Consultant, Level 6 x 2

This Office – officers under direct responsibility

Nil

Key Role Statement

The People Strategy Consultant develops, implements, coordinates, and evaluates strategies, initiatives, projects, policy, and procedures across a broad range of human resources functions.

Key Responsibilities

- Develops, implements, and evaluates a range of contemporary human resources initiatives and/or projects. This includes, but is not limited to:
 - Coordinating the administration and promotion of initiatives and projects such as the Disability Employment Program and Aboriginal Employment Program.
 - Implementing initiatives and projects arising from whole-of-government directions and strategies such as the Workforce Diversification and Inclusion Strategy for WA Public Sector Employment.
 - Liaising and consulting with relevant stakeholders to ensure initiatives and projects are delivering to their needs while meeting the organisational business requirements.
 - Analysing, evaluating, and reporting on the emerging issues and the effectiveness of initiatives and projects.
 - Ensuring policies and procedures are developed, regularly reviewed, and published.
 - Conducting recruitment campaigns, induction, training, and information sessions for specific programs.
 - Maintains a contemporary knowledge of employment legislation, public sector employment policy, human resources management best practice principles, and South Metropolitan TAFE policies and procedures.
 - Assists the People Services teams with the delivery of consultancy and advisory services to managers and staff on all aspects of human resources during peak workload and leave periods.
 - Develops and maintains effective working relationships with internal and external stakeholders.
 - Prepares papers, reports, briefing notes, and responses to correspondence.
 - Acts with the highest standard of honesty and integrity demonstrating behaviour and decision-making in line with the Public Sector Code of Ethics, SM TAFE Values, and the Staff Code of Conduct.
 - Takes all reasonable care for the safety, health and wellbeing of self and others by adhering to all applicable work health and safety legislation, policies, and procedures.
 - Undertakes other duties as required.
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Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted the Public Sector Commission's - [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is [Personal Leadership](#).

Selection Criteria**Essential**

Able to demonstrate:

- Relevant experience in a broad range of human resources functions, including implementing workforce initiatives and projects.
- Ability to apply knowledge and understanding of contemporary human resource policy, and legislative and regulatory frameworks governing public sector employment.
- Research, analytical and problem-solving skills with the ability to develop and present options and recommendations to address workforce issues.
- Communication and interpersonal skills, including the ability to build effective working relationships and collaborate in the achievement of corporate outcomes.
- Ability to initiate, organise and complete work in a timely and accurate manner when there are competing priorities.

Other Requirements

1. A Department of Education Nationally Coordinated Criminal History Check.
 2. May be required to work from any College campus.
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CERTIFICATION

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

Business Unit Manager		Managing Director	
Name:		Name:	
Signature:		Signature:	
Date:		Date:	
Reviewed :			
