



# Job Description Form

## Director Human Resources

Business Unit: Corporate Services  
Branch: Human Resources  
Position Number: AUD00233

Location: Perth CBD  
Direct Reports: 2  
Level: 8

Indirect Reports: 6

### Organisational context

Corporate Services aims to demonstrate exemplary public sector corporate management in its delivery of communications, corporate governance, finance, human resources and information technology that supports the effective and efficient delivery of the services of the Office of the Auditor General (OAG).

The purpose of Human Resources (HR) is to enable the OAG to achieve its objectives through its people.

### Position statement

The Director Human Resources is responsible for leading the development of contemporary and innovative human resource strategies that apply an OAG wide perspective, strengthen organisational performance and long-term sustainability, and enhance delivery of strategic objectives. The position will lead and drive meaningful cultural change in partnership with leaders to support an agile, capable and adaptive workforce and provide high level expert advice and consultancy to build business capability.

### Multiple area leader

We believe all our people are leaders irrespective of their role. Leadership in this position is about leading teams to achieve the strategic direction of a number of different business areas and to implement the associated operational strategies.

### Position responsibilities

#### *Strategic human resource planning, development and delivery*

- leads the development, implementation and evaluation of the OAG strategic workforce plan, incorporating future capability requirements, skills gap analysis, workforce mobility, succession planning and targeted attraction and retention strategies
- leads the provision of strategic workforce data, insights and analysis to the executive, using evidence-based insights to inform organisational decision-making, risk management and capability investment
- monitors emerging workforce, employment and public sector trends, including changes in legislation, workforce expectations and enabling technologies, and proactively advises the executive on implications and opportunities for the OAG
- develops and leads OAG wide change management and organisational development programs to drive cultural reform, embed organisational values, and strengthen leadership and workforce capability in response to emerging risks, reforms and strategic priorities
- positions the OAG at the forefront of best practice by establishing and maintaining strategic links throughout the public sector, scanning the external environment for emerging trends, and leading initiatives that embed innovative, fit-for-purpose workforce practices.

#### *Leadership*

- elevates the human resources function as a trusted strategic partner, providing thought leadership and expert advice that shapes organisational culture, governance, performance and long-term capability
- drives evidence-based workforce and service performance, ensuring integrity of workforce data, establishing meaningful performance measures, and leading research and analysis of complex workforce issues to inform strategic advice, reporting, continuous improvement and organisational decision-making
- contributes to strategy and governance as a member of the Corporate Services leadership group, influencing strategy setting, policy development, program delivery and organisational priorities
- leads and enables integrated service delivery, proactively engaging the HR team to embed strategic and operational insights, manage branch resources and performance, and build strong internal and external stakeholder relationships that deliver high-quality outcomes
- represents the OAG on committees, working groups and professional bodies, influencing sector-wide



thinking, strengthening the OAG profile, and ensuring external engagement informs internal strategy and governance.

#### *Other*

- applies the guidelines and principles of the Western Australian Public Sector Code of Ethics and the OAG's Code of Conduct.
- performs other duties as required.

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## **Suitability requirements**

### *Qualification requirements*

- a relevant tertiary qualification and/or considerable relevant experience at a senior strategic level.

### *Job requirements*

- considerable experience leading organization-wide strategic workforce, organisational development or cultural reform initiatives in a complex public sector environment
- proven capacity to operate at a strategic and governance level, contributing to corporate leadership, strategy setting, policy development and decision-making
- demonstrated capacity to drive innovation and change, fostering contemporary thinking and embedding improved workforce and service delivery practices
- highly developed analytical and judgement skills, with experience researching complex workforce issues, using data and insights to deliver evidence-based advice and continuous improvement.

### *Leadership expected behaviours*

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

- **Lead collectively** - You monitor your strategic decisions to ensure they continuously deliver value for your business areas in the short to medium terms and acknowledge their impact on the agency and sector.
- **Think through complexity** - You are comfortable with a high level of complexity arising from ambiguity and uncertainty and create value in an unknowable long-term future.
- **Dynamically sense the environment** - You establish trusting relationships and display competence, integrity and benevolence in your dealings with others.
- **Deliver on high leverage areas** - You demonstrate personal resilience in the face of challenges to deliver operational excellence and value for your business areas.
- **Build capability** - You understand your role and responsibility for creating a healthy culture in your business areas, contributing to a productive agency and sector culture.
- **Embody the spirit of public service** - You implement systems and processes to support excellent corporate governance across your areas and proactively identify potential reputational risks and/or areas of non-compliance.
- **Lead adaptively** - You demonstrate comfort with change, and willingly revise your work methods and processes to support continuous improvement for your business areas

### *Position conditions*

- appointment is subject to a satisfactory National Police Clearance.

Certification: