



JOB DESCRIPTION FORM

Senior Human Resources Consultant (CCC0532)

Corporate Services Directorate

POSITION DETAILS

Classification Level:	Level 6
Award/Agreement:	CCC Industrial Agreement 2013 (or subsequent replacements)
Position Status:	Up to 5 year appointment
Organisation Unit:	Corporate Services Directorate - Human Resources
Responsible To:	Assistant Director - Chief Human Resources Officer - Level 8
Direct Report:	Nil

ROLE SPECIFIC RESPONSIBILITIES

The Corporate Services directorate ensures the delivery of high quality corporate support services to the Commission. This includes the effective and efficient delivery of human resources, financial services, information technology and records management services, occupational safety and health compliance, and security and facilities services.

The **Senior Human Resources Consultant** manages a range of human resource related projects across the Commission and provides high level advice, support and information on a range of matters including application of the industrial agreement, legislation and occupational health and safety as well as maintaining policies and programs.

- Leads, coordinates and undertakes a range of human resource projects that require problem solving and/or innovation to increase the efficiency and productivity of the Commission.
- Provides high level support to the Assistant Director - Chief Human Resources Officer in both strategic and operational human resource matters and processes.
- Provides expert human resource advice to clients with a strong emphasis on consultancy and customer service.
- Provides mentoring to a small team of human resource professionals responsible for Award interpretation, payroll, recruitment and job design/establishment matters.
- Develops rigorous governance mechanisms to ensure that the human resource needs of the Commission are supported and aligned with leading practice, industrial obligations and central government requirements.
- Evaluates current human resource policy, process and system capabilities and initiates new and innovative improvement strategies when required.
- Works collaboratively with the Commission's management and staff to achieve results in line with Commission priorities and objectives.
- Clarifies and resolves a range of problems through conducting research, considering options, discussion with others, leading meetings and using discretion in relation to sensitive issues.

ESSENTIAL CAPABILITY REQUIREMENTS

Five core capabilities form part of the Commission's [Capability and Leadership Framework](#). They define the desired behaviours and capabilities required for successful performance at the Commission. Each capability is supported by a set of behavioural indicators which are accessible from the Commission's [website](#).

Applicants will be assessed on the following essential capability requirements and will need to ensure consideration is given to the behavioural indicators relevant to the classification level and within the context of the advertised role.

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| Shapes and manages strategy | <ul style="list-style-type: none">• Anticipates, analyses and manages emerging issues. Develops innovative solutions to complex problems. |
| Achieves results | <ul style="list-style-type: none">• Works independently and manages own work deliverables. Proactively collaborates with others to achieve results. Displays a strong work ethic and resilience. |
| Builds productive relationships | <ul style="list-style-type: none">• Proactively builds trust and effectively collaborates with a diverse group of stakeholders. |
| Exemplifies personal integrity and self awareness | <ul style="list-style-type: none">• Displays judgement, initiative and professionalism. Continually develops self and others. |
| Communicates and influences effectively | <ul style="list-style-type: none">• Communicates complex information in a clear manner for the target audience. |
| Role Specific | <ul style="list-style-type: none">• Demonstrated experience in the delivery and management of contemporary human resource management projects and services at a senior level.• Well-developed conceptual, analytical and problem solving skills strategically applied to human resource legislation, policies and practice. |

PRE EMPLOYMENT REQUIREMENTS

To be appointed to the position of **Senior Human Resources Consultant** you will need to:


- be an Australian citizen or be immediately eligible for Australian Citizenship; and
- undergo and maintain stringent security vetting.

CERTIFICATION

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

Ray Warnes

CHIEF EXECUTIVE


Signature

24 September 2019

Date