



Human Resources Project and Reporting Consultant - Level 6 (MPE26092)

Group:	<i>Dept of Mines, Petroleum and Exploration</i>	Location:	<i>East Perth - Mineral House</i>
Division/Directorate:	<i>Corporate Services</i>	Supervises:	<i>1</i>
Branch:	<i>People and Culture</i>	Reports to:	<i>General Manager People and Culture</i>
Section:	<i>NA</i>		

Operational Context

The Corporate Services Group supports the Department to achieve its strategic and operational objectives. Bringing together a range of corporate functions which work collectively to help the organisation plan and operate by offering specialist and trusted advice and effective business systems and internal controls.

Role Overview

This position leads and delivers Human Resources workforce projects from concept to implementation, as well as the design, development and production of reports and dashboards. This role supports the People and Culture Branch to deliver data informed workforce strategies, and enables the department to meet its strategic workforce objectives and industrial obligations.

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:

- Leads People and Culture workforce projects/ initiatives, including scoping, governance, planning, stakeholder engagement, risk/issue management, dependencies and benefits realisation.
 - Develops detailed project plans and supporting documentation including briefing notes, business cases, schedules, risk registers, communications, surveys and progress reports.
 - Undertakes research, analysis and evaluation to inform project design and implementation; prepares options and recommendations supported by evidence and contemporary practice.
 - Leads the development, production and coordination of a range of workforce reports using business intelligence tools which meet business needs and informs workforce strategy.
 - Coordinates policy/procedure development, and updates on business as usual or strategic activities arising from projects, ensuring alignment with legislation, industrial instruments and agency requirements.
 - Implements knowledge management and continuous improvement practices to embed project outcomes, strengthen service delivery and capability uplift.
 - Utilises change management practices to enable the effective implementation of project initiatives and workforce strategies across the department.
 - Maintains contemporary knowledge of current workforce issues, trends, policies, processes and reform activities.
 - Facilitates consultation mechanisms and the provision of information for management and staff on topics relevant to the implementation of new or revised projects, policy or programs.
 - Builds and maintains productive relationships with internal and external stakeholders; negotiates agreement and resolves complex issues to achieve required outcomes.
 - Provides leadership, guidance and coaching to a small team and/or project contributors, setting clear expectations, monitoring performance and fostering a high performance, values aligned culture.
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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 managing workforce projects/ initiatives using project management and change management methodologies.
- Demonstrated experience in designing, developing and producing a range of workforce reports and dashboards using business intelligence tools, to inform workforce strategy.
- Demonstrated experience in developing and implementing workforce initiatives, programs and policies, with sound ability to interpret and apply policy, legislation and industrial instruments.
- Demonstrated highly developed oral and interpersonal communication skills.

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 Adaptively** - You lead others through changes with strength and understanding, and support those who are challenged by change.
 - **Embody The Spirit of Public Service** - You display and embody the spirit of public service in all your decision making, interactions and professional activities.
 - **Build Capability** - You understand your role as a leader in fostering a healthy workplace across your team or work area that aligns with creating a positive culture in the sector.
 - **Deliver on High Leverage Areas** - You identify and understand the competing priorities of your work area, prioritising essential tasks and making adjustments as appropriate.
 - **Dynamically Sense The Environment** - You adapt your approach to changes in the work environment that affect or may impact the ability of your team or work group to deliver outcomes.
 - **Think Through Complexity** - You think critically and strategically to solve problems and enhance effectiveness across your team or work area.
 - **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.
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This position reports to:

General Manager People and Culture

Position No: MPE25598 Classification: L8

Positions reporting to this Role:

Human Resource Project Officer (MPE26068) L4

Position Conditions:

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

- Nationally Coordinated Criminal History Check

Approved Date

21-APR-2026