



JOB DESCRIPTION FORM

Senior HR Project Officer

Position number:	SBD13144	Directorate:	Corporate Services
Classification:	Level 6	Agreement:	PSCSA Agreement 2024 or as replaced.
Location:	Perth	Leadership context:	Leading Others

Operational Context

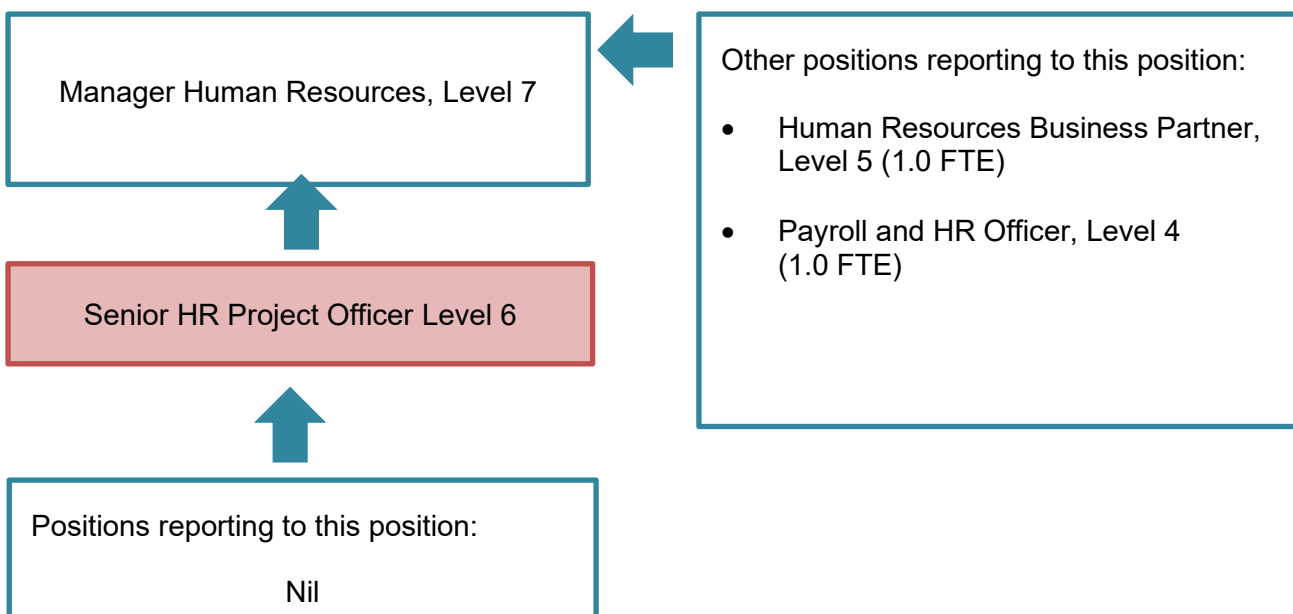
The Corporate Services directorate supports the Corporation to achieve its strategic and operational objectives. The team is responsible for the delivery of financial services, procurement, people services, information technology, information management and risk management.

Role Overview

The Senior HR Project Officer plays a critical role in leading and supporting major workforce and HR reform initiatives. The position contributes to the successful implementation of legislative changes, the procurement and rollout of new corporate systems and the transition from traditional recruitment practices to a modern, capability-focused talent acquisition model.

The role provides hands-on project leadership to turn strategic reform into practical, sustainable change. This includes project planning and governance, stakeholder engagement, and the review and updating of HR policies, processes and systems. The Senior HR Project Officer supports workforce readiness activities, shapes new tools, templates and guidelines, and plays a central role in embedding improved HR practices across the organisation.

Reporting relationships





Role Responsibilities

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

Project Coordination and Strategy

- Leads the delivery of HR transformation projects, providing advice to leaders on project impacts, workforce implications and change requirements.
- Drives HR project strategy, governance and planning to achieve organisational objectives.
- Leads the development and implementation of project-related organisational change strategies, working collaboratively with clients.
- Oversees the development, design and delivery of HR project improvement initiatives that enhance organisational performance and strengthen HR systems and processes.
- Gathers information and provides insight on emerging issues and trends within the business, including workforce planning and training needs analysis, assisting with the implementation of HR initiatives.

Policy Development & Implementation

- Contributes to the development of key organisational policies and strategies, initiatives and processes.
- Contributes to the development of strategic policy responses relevant to the design and delivery of solutions.

Stakeholder Engagement

- Builds and maintains strong working relationships with senior leaders and key stakeholders to ensure alignment, engagement and shared ownership of project outcomes.
- Develops and maintain productive working relationships with relevant internal and external stakeholders.
- Organises and facilitates meetings and workshops as required.
- Encourages and facilitates collaboration, connection and coordination of information, approach and responses supporting capacity building and collective impact approaches
- Collaborates the HR team and the business to assist in the design and implementation of P&C initiatives.
- Leads and manages project communication and consultation channels to share information and knowledge across the organisation

Achieves Results

- Identifies and implements project-related process improvements and develops activities that apply good practice and focus on continuous improvement.
- Develops and implements project outcomes that strengthen HR capability, improve workforce practices and support long-term organisational effectiveness.
- Participates effectively as a team member in strategic planning and development of P&C initiatives.



Corporate Responsibilities

- Takes reasonable care to protect the safety and well-being of self and others.
- Complies with the Corporation's policies and procedures.
- Undertakes other duties as directed, that may include the transfer of the officer for a discrete period to respond to emergency situations as directed by Government.
- Maintains a client focus by ensuring that customer needs are resolved in a professional and timely manner.

Role Specific Requirements

Essential

1. Demonstrated planning and organisational skills with a proven ability to manage and meet deadlines.
2. Excellent verbal and written communications skills, including the ability to influence effectively and manage key internal and external stakeholder relationships.
3. Highly developed conceptual, analytical and problem-solving skills including the ability to a proven ability to provide innovative HR solutions to issues.
4. Demonstrated experience in researching and interpreting legislation relevant to people management and developing policies, strategies and procedures to meet requirements.
5. Demonstrated experience in developing, introducing, and effectively managing change strategies in the workplace.

Desirable

1. Progress towards or possession of a relevant tertiary qualification in human resource management, WHS or industrial relations

Leadership Expectations

Leadership in this position is about leading and managing specialised knowledge and technical expertise. Work is performed by enabling, supporting and influencing others and the position is accountable for ensuring the delivery of the projects and responsibilities within the positions remit.

While it is expected that the occupant will demonstrate all leadership behaviours within the Leading Others Leadership context, the following outlines those that are required to undertake this position:

Lead collectively

You work proactively to create shared thinking and understanding across the Corporation. You accept responsibility for contributing to the collective strategy of the Corporation and adopt a perspective that embraces all those you lead.

Think through complexity

You approach problems with curiosity, seek to understand and identify the root causes of problems and initiate solutions with confidence.



Dynamically sense the environment

You adapt your communication style to target audience to influence or persuade. 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.

Deliver on high leverage areas

You demonstrate resilience and expertise to achieve results for your work area.

Build capability

You lead development and focus on processes and activities in your team and domain of expertise.

Embody the spirit of public service

You embody the spirit of public service by displaying empathy and compassion, integrity and humility. You ensure your work practices and those of your team or work area are in accordance with the policies and procedures of the Corporation.

Lead adaptively

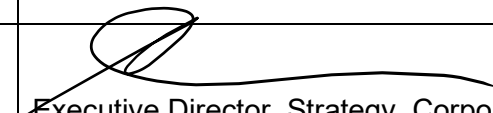
You lead others through changes with strength and understanding, and support those who are challenged by change.

Special Requirements

Upon commencement and every five years, the Corporation will seek a National Police Certificate for the occupant of this position.

Certification

The details contained in this document are an accurate statement of the position’s responsibilities and requirements as of April 2026.

Approved:	Manager Human Resources
Approved:	 Executive Director, Strategy, Corporate and Statewide Services