



Job Description Form

Our Purpose

To provide safe, customer-focussed, integrated and efficient transport services.

Position Title

Human Resource Consultant

Level

5

Position Number

33312, 34353, 34709,
34882, 35186, 36384
(Nominated)

Division/Directorate

People & Organisational Development

Branch/Section

Human Resource Consultancy

Effective Date

April 2026

Health Task Risk Assessment Category

5

Reporting relationships

Superordinate: Principal Human Resource Consultant, Level 6

Subordinates: No Direct Reports

Key role of this position

The Human Resource Consultant provides a customer and solutions focused human resources people advisory service to people managers and employees across the Public Transport Authority (PTA). The role will advise on alignment of internal culture to vision and core values, whilst building capability within the organisation based on the PTA values, policies and relevant standards and legislation.

Core duties and responsibilities

- Provides trusted, contemporary, and outcomes-focused HR advice across a broad range of people and workplace matters, including:
 - Respect in the Workplace.
 - Conditions of employment, including interpretation of agreements, public sector standards, policies and relevant legislation
 - Sub Standard Performance and probation management
 - Performance Development
 - Grievance and dispute resolution
 - Equity and diversity
 - Classification assessments and job design
 - Change management and consultation position and structure.
 - Redeployment case management
 - Recruitment, selection, attraction, and retention
- Leads and completes delegated projects by clarifying project objectives, setting timelines and schedules, conducting research, developing and organising information and following through on actions and/or preparation of reports.
- Participates in workgroups, committees and other forums as required.
- Identifies and initiates business improvement opportunities to improve the effectiveness, efficiency and relevance of human resource services, systems and processes.

- Proactively develops and maintains constructive working relationships with internal and external stakeholders, engaging in two-way communication and responding appropriately to their needs to foster trust, respect and build strong partnerships.
- Maintains awareness of contemporary human resource management to enhance self-development as well as continuous improvement of processes and practices.
- Conducts internal reviews of suspected breaches of the Public Sector Standards relating to human resource management.
- Works with divisional Work Health & Safety in the development and promotion of a safe, inclusive and psychologically healthy workplace culture through the identification and strategic response to psychosocial risk
- Assist with the development, implementation, monitoring and review of human resource policies, procedures and practices.
- Actively assists the Principal HR Consultant in the delivery of customer focussed human resource services to employees across the PTA.
- Undertakes role rotation and backfilling across HR Service functions to build breadth of experience, resilience, and contemporary HR capability
- Demonstrates and leads ethical behaviour in accordance with relevant standards, PTA values, policies and relevant legislation.

SELECTION CRITERIA

1. Core Competencies

- Strong human resource management expertise, including:
 - Considerable experience in generalist human resource management related to the core duties and responsibilities.
 - Demonstrated ability to identify and undertake project and business improvement activities.
 - Sound understanding of contemporary human resource issues and trends, preferably with a knowledge of human resource management practices, policies, standards and legislation relevant to the public sector.
 - Demonstrated commitment to achieving a high level of client service, the highest standards of integrity and uphold the PTA values.

2. Communication and Interpersonal

- Strong interpersonal and communication skills – including:
 - Demonstrated ability to prepare a range of written documentation including project documents, business cases, classification and business reports and general correspondence.
 - Ability to formally deliver presentations to various stakeholders and teams.
 - Demonstrated skills in negotiating and influencing others to achieve business outcomes.
 - Ability to build and maintain positive and effective relationships with others.

3. Conceptual, Analytical and Problem Solving

- Well-developed conceptual, research, analytical and problem-solving skills, including the ability to develop innovative solutions to a broad range of HR issues.

4. Organisation

- Well-developed task, project and time management skills.
 - Ability to manage diverse tasks with competing priorities.
 - Use of initiative and ability to work pro-actively and without close supervision.

5. Special Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance certificate dated 3 months or less from the date of application for the position.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Managing Director / Executive Director / General Manager

.....
Signature

.....
Date

Employee

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the PTA's Code of Conduct and the PTA's Values.

.....
Signature

.....
Date