

Job Description Form

Manager Workforce

Position details

Classification Level: Level 7

Award/Agreement: PSA 1992 / Public Sector CSA Agreement
(and subsequent agreement/s)

Position Status: Permanent

Organisation Unit: State Solicitor's Office, Corporate Services, People & Capability

Physical Location: Perth CBD

Reporting relationships

Responsible to: 021824 Director HR, Level 8

This position: 017846 Manager Workforce, Level 7

Direct reports: Various, Human Resource Business Partners, Level 5
022659 Assistant Human Resource Officer, Level 3

Overview

The State Solicitor's Office (the Office) is the Western Australian Government's principal legal adviser. The Office enables government action, manages the State's legal risk, and supports the First Law Officer with authoritative advice on key legal issues. The work of the State Solicitor's Office delivers demonstrably better government decisions, strengthens the rule of law, and leads to greater community trust in the public sector. The Office helps government to govern well. The State Solicitor's Office is a centre of legal excellence committed to the highest standards of service and professionalism.

Corporate Services supports the Office providing financial, human resource, work health and safety, information services and records management and corporate governance.

Job description

The **Manager Workforce** leads the delivery of operational workforce services across the employee lifecycle, including recruitment, onboarding, HR business partnering and workforce relations. The role provides operational leadership, advice and support to managers and employees on workforce matters, ensuring services are responsive, compliant and aligned to organisational priorities, legislative requirements and contemporary workforce practices. The position also supports

workforce change initiatives, workforce planning activities and continuous improvement across workforce systems, processes and service delivery.

Role specific responsibilities

Leadership

- Leads and manages workforce operations across recruitment, onboarding, offboarding, industrial relations, and workforce relations, ensuring services are delivered effectively, consistently and in accordance with legislative and organisational requirements
- Fosters and develops a competent and responsive team that is able to respond to new and evolving demands.
- Works collaboratively with all staff, including senior executive to develop and implement HR strategic initiatives, change management strategies and solutions to address business needs.
- Provides leadership and coaching to develop HR staff to take responsibility and accountability for their responsibilities and provides regular feedback, coaching, mentoring and development to the achievement of team and organisational goals.
- Contributes to a positive workforce culture through effective communication, relationship management and professional workforce practices.

Workforce Management

- Delivers consistent, high quality workforce services aligned with the Office's Corporate Plan and workforce priorities.
- Oversees HR Business Partnering and workforce advisory services.
- Manages recruitment, onboarding and off boarding processes.
- Leads operational workforce planning activities and workforce establishment management
- Implements workforce change and consultation processes in accordance with industrial and legislative obligations
- Ensures high level response to Employee Relations matters including discipline, conflict resolution, fitness for work, absence management and performance management
- Drives quality assurance and continuous improvement of workforce processes and practices.
- Develops and maintains constructive and professional relationships with unions and other HR related internal and external stakeholders to achieve agreed business outcomes.
- Represents the Office on relevant committees, working groups, industry bodies as required.
- Oversees audit processes related to workforce matters.

Workforce Strategy

- Leads the implementation and continuous improvement of workforce policies, procedures and operational initiatives.
- Proactively collaborates with other leaders in the development of policy improvements.
- Identifies, researches and analyses current workforce trends issues and risks to support workforce planning and operational decision-making

- maintains knowledge on contemporary HR practices and initiatives to provide senior management with evidence-based advice.
- Provides workforce reporting, insights and recommendations to support organisational priorities and workforce management outcomes.

Other duties as required.

Work Health and Safety

Demonstrate commitment to the legislative obligations set out in the *Work Health and Safety Act 2020*.

Take reasonable care to ensure their own safety and health, and that of others at work, and comply with the Office's policies and any other direction given for their safety and health in the workplace.

Leadership expectations

Expected behaviours

The Public Sector Commission's [Leadership Expectations](#) provides a common understanding of the mindsets and expected behaviors required of all our employees and the public sector.

The leadership context for this role is '**Leading Others.**'

This position motivates and enables others to deliver high quality work that contributes to the Office.

Lead collectively	Monitor the impact of your decisions and actions, ensuring that you continuously deliver value for the agency.
Think through complexity	Think critically and strategically to solve problems and enhance effectiveness across your team or work area.
Dynamically sense the environment	Listen to, understand and recognise the needs of others in your work environment.
Deliver on high leverage areas	Identify and understand the competing priorities of your work area, prioritising essential tasks and making adjustments as appropriate.
Build capability	Contribute to the development of those in your team or work area by understanding their current capabilities and striving to develop them further.
Embody the spirit of the public service	Ensure your work practices and those of your team or work area are in accordance with the policies and procedures of your agency.

Lead adaptively

Continually learning and adapting your personal style and approach to be effective in the changing work environment.

Job related requirements

The selection process assesses applications against the following job related requirements and expected behaviours of the position. The process also considers the needs of the Office and availability of suitable applicants.

Essential

1. Demonstrated “Leading Others” behaviours, including the ability to lead and develop teams, influence decision-making and deliver high-quality workforce services through the effective application of technical expertise.
2. Substantial experience leading and delivering recruitment and at least one other workforce function, including HR business partnering, employee relations or industrial relations, within a complex operational environment.
3. Demonstrated conceptual, analytical and problem-solving skills, including the ability to manage workforce issues, support workforce change initiatives and develop practical workforce solutions.
4. Highly developed interpersonal, communication, negotiation and stakeholder management skills, including the ability to build effective working relationships and provide high-quality workforce advice.
5. Current knowledge of relevant legislative and regulatory requirements, including Public Sector Management, industrial relations, Equal Opportunity and Disability frameworks, and their application within workforce management and service delivery.

Desirable

1. Tertiary qualification in human resource management or a relevant discipline.
2. Project management capability, including the ability to plan, coordinate, and deliver work effectively within agreed timeframes.

Special requirements/equipment

Appointment is subject to a satisfactory National Police Clearance.

Certification

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

Executive Director Corporate Services

Signature: _____ Date: _____

HR certification
date: May 2026