



# People and Culture Consultant

**Branch:** Workforce Management  
**Directorate:** People and Culture  
**Position Number:** 00028152  
**Classification:** Level 6  
**Physical Location:** Perth (William Street)  
**Award/Agreement:** Public Service Award & Public Sector CSA Agreement 2024

## Our purpose: Empowering a thriving community

The Department of Transport and Major Infrastructure (DTMI) together with Main Roads WA and the Public Transport Authority forms the Transport Portfolio. DTMI seeks to connect people and places to keep Western Australia moving towards a safer, healthier, and more sustainable future.

Join us and work in a role where you can bring your best self to work and leave work having been seen and heard, and able to contribute meaningfully to the communities throughout Western Australia. DTMI promotes a diverse workforce and embraces a high standard of equal opportunity, health and safety, and ethical practice. DTMI is a values-based organisation committed to empowering a thriving community.



**COLLABORATION**

Working **together**, we get things done.



**WELLBEING**

Looking after **ourselves** and supporting **others**.



**ADAPTABILITY**

Always open to **possibilities**.



**ACCOUNTABILITY**

Taking ownership, we **deliver**.

## Overview of the directorate

People and Culture partners with the business to design, develop and implement strategies to attract, engage, and develop employees and build upon a thriving organisational culture.

We provide strategic advice, improve business practices, lead complex transformational projects and ensure compliance with relevant regulations and policies.

We focus our cultural transformation work on four key areas: accountability, collaboration, adaptability, and wellbeing.

We enable values driven leadership to leverage the talents and ambitions of our people to realise the Department's strategic priorities.

We provide the technology infrastructure to enable efficient and effective management of people processes and payroll....

We work innovatively while honouring our unique history – those things we do well which will hold us in good stead for the future. We build the future, right now.

## Overall purpose of the role

The People and Culture (P&C) Consultant provides comprehensive Human Resource (HR) expertise, coaching and advice across a broad range of HR functions and workplace matters including shaping and implementing organisational change, with a high degree of autonomy to optimise organisational performance and outcomes.

## We recognise and nurture leadership in all contexts.

We consider all our people to be leaders, whether leading a team, a technical function or leading themselves. As such, we expect our people to adopt the expected behaviours and associated mindsets outlined in [Building Leadership Impact](#) and described fully in [Leadership Expectations](#).

The leadership context of this role is Leading Others. We provide opportunities to develop and mature your behaviours so you can have a greater leadership impact.

## Work description

- Provides expert advice, coaching and support to managers on a range of HR functions and workplace matters including employee performance, workplace behaviour, grievance and conflict resolution.
- Proactively contributes to the creation of People Plans for assigned Portfolio and independently collaborates with P&C Centres of Excellence (COE) to execute people initiatives and outcomes.
- Gains a deep understanding of the Portfolio, and coordinates the analysis of workforce data, providing insights and recommendations on emerging issues and trends to inform strategic decision-making and Strategic Workforce Planning.
- Assists the P&C Business Partner and provides mentoring, coaching and guidance to P&C Consultants to enhance internal capability and capacity.
- Assists the P&C Business Partner in all aspects of the organisational change process, including facilitating workshops, consulting with affected employees, updating change documents and implementing and evaluating agreed outcomes through collaboration with managers and COE.
- Identifies, develops and implements business improvement projects that enhance organisational performance and operational objectives.
- Establishes strong working relationships with customers through effective consultancy and stakeholder engagement.
- Collaborates with peers in P&C to effectively coordinate and achieve Portfolio objectives.
- Maintains a strong knowledge and awareness of contemporary HR functions, industry trends, and develops strong commercial acumen of assigned Portfolio.
- Proactively contributes to P&C activities and initiatives that build a collaborative, innovative and values-based culture.
- Facilitates the development and delivery of P&C initiatives and workshops within a Portfolio.

- Exhibits accountability, professionalism, integrity and respect consistent with DTMI Values, the Code of Conduct and the public sector Code of Ethics.
- Actively participates in the Department's performance management process on my Journey and pursues professional development opportunities.
- Undertakes other duties as required in accordance with P&C strategy, business plans and priorities

## Work related requirements

The following criteria are to be applied within the context of this position, which includes alignment to the Department's values.

### Criteria:

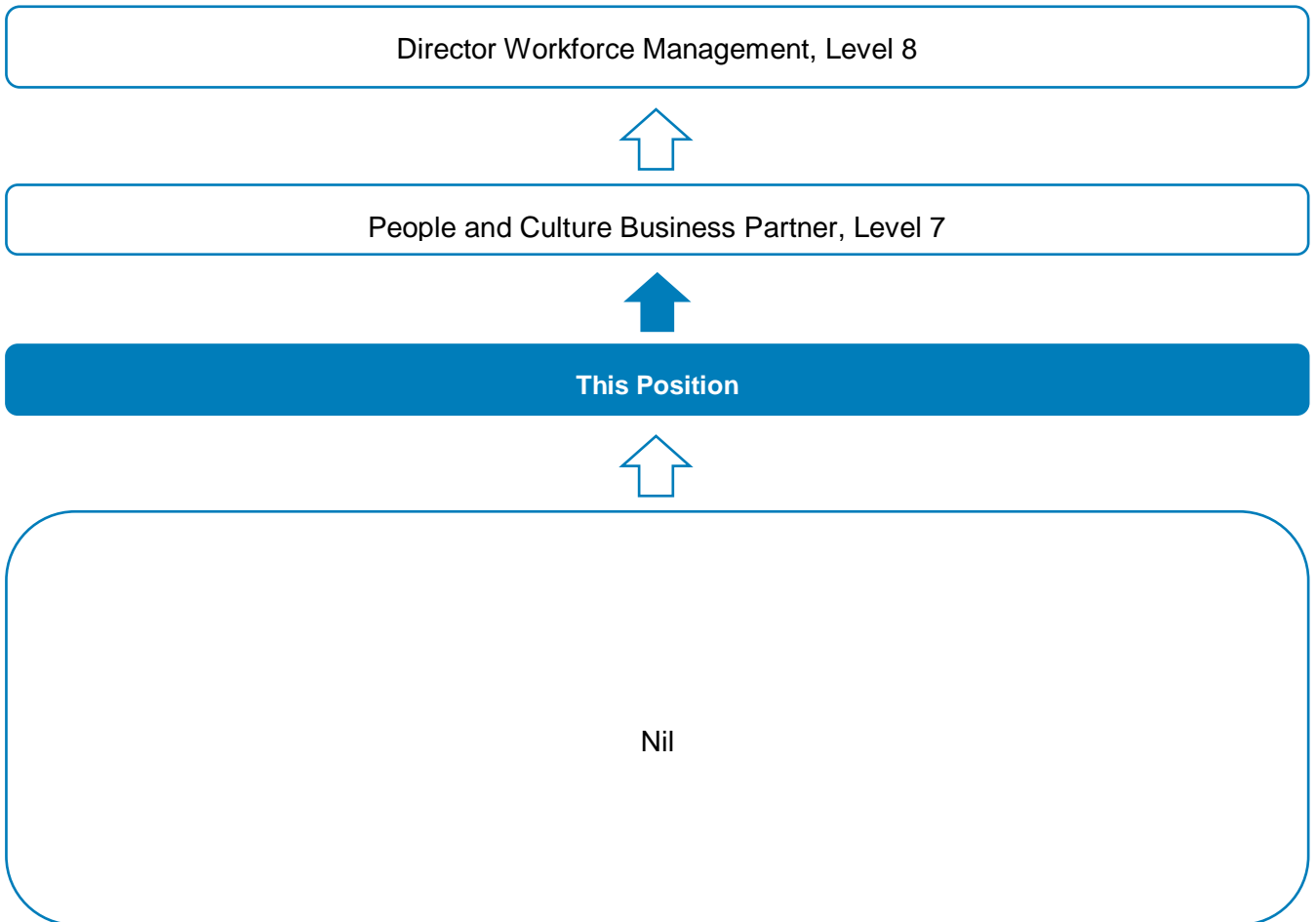
#### Essential:

1. Considerable experience in providing expertise, advice, and consultancy to managers on contemporary human resource management practices, in accordance with relevant legislation.
2. Well-developed project management and/or change management experience with a demonstrated ability to manage and deliver strategic workforce programs and initiatives.
3. Excellent interpersonal and communication skills (written and verbal) with an emphasis on effective negotiation and conflict resolution.
4. Proven ability in conceptual thinking and analysis, with the expertise to translate HR strategies into actions to deliver business solutions.
5. Demonstrated knowledge and application of relevant employment legislation, industrial provisions, regulatory frameworks, and policies and procedures to resolve complex employment matters.

#### Desirable:

1. A relevant tertiary qualification in human resource management or a related field.
2. Professional membership with the Australian HR Institute (AHRI) or other related association.

## Reporting relationships



## Allowances/Special conditions

A current national police clearance certificate incorporating criminal and traffic convictions and infringements is required for this position.

## Certification

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

**Chief People Officer**  
**People and Culture**