



People and Culture Consultant

Branch: Workforce Management
Directorate: People and Culture
Position Number: 00026249
Classification: Level 5
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 high-level Human Resource (HR) advice and support across a broad range of HR functions and workplace matters including the implementation of organisational change, guided by management.

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 Personal leadership. We provide opportunities to develop and mature your behaviours so you can have a greater leadership impact.

Work description

- Provides coaching, advice, and support to managers on a broad range of HR functions and workplace matters including employee performance, workplace behaviour, grievance and conflict resolution.
- With guidance, contributes to the development, delivery and execution of People Plans for assigned Portfolio in collaboration with P&C Centres of Excellence (CoE).
- Proactively analyses workforce data and provides insight on emerging issues and trends impacting the Portfolio to inform decision making and Strategic Workforce Planning.
- Leads the successful implementation of Change Management activities through collaboration with the Portfolio and CoE. This entails comprehensive coordination and execution of change implementation activities from start to finish.
- Supports the P&C Business Partner during the organisational change process by creating, updating and reviewing documents, offering feedback, recommendations and support as necessary.
- Supports the implementation of business improvement projects across Portfolio and P&C.
- Builds and maintains strong working relationships with customers through effective consultancy and stakeholder engagement.
- Works collaboratively with peers in P&C to effectively coordinate and achieve Portfolio objectives.
- Educates, advises and supports middle management to understand and fulfil their people management responsibilities.
- Maintains a working knowledge and awareness of contemporary HR functions, industry trends, and develops a comprehensive business understanding of assigned Portfolio.
- Proactively contributes to P&C activities that build a collaborative, innovative and values-based culture.
- Actively identifies and contributes towards process improvements.
- Facilitates the delivery of P&C initiatives and workshops within Portfolio.

- Exhibits accountability, professionalism, integrity and respect consistent with DoT Values, the Code of Conduct and the public sector Code of Ethics.
- Actively participates in the Department's performance management process on myJourney 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. Demonstrated experience in the development, delivery and management of a broad range of human resource management functions and services.
2. Demonstrated experience in providing high-level advice and consultancy to managers on contemporary human resource management practices, in accordance with relevant legislation.
3. Demonstrated experience in project management and/or change management, with strong organisational skills to effectively manage competing priorities and deadlines.
4. Well-developed interpersonal and communication skills (written and verbal) with an emphasis on building and maintaining positive relationships.
5. Well-developed conceptual, analytical and research skills in order to deliver business solutions.
6. Demonstrated knowledge and application of relevant employment legislation, industrial provisions, regulatory frameworks, and policies and procedures.

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

Director Workforce Management, Level 8



People and Culture Business Partner, Level 7



This Position



Nil

Allowances/Special conditions

1. A current national police clearance certificate incorporating criminal and traffic convictions and infringements is required for this position.
2. Occasional travel to and from metropolitan and regional offices may be required.

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