



JOB DESCRIPTION FORM

JOB TITLE: Human Resource Project Officer	POSITION NUMBER 13141	CLASSIFICATION: Level 4
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AWARD Public Service Award 1992 / PSGO CSA GA	EMPLOYMENT TYPE Permanent, Part Term
DIRECTORATE Organisational Development	TEAM Human Resources
POSITION REPORTS TO Senior Human Resources Consultant, L6	POSITIONS REPORTING TO THIS POSITION Nil

PURPOSE OF POSITION

Contributes to the achievement of Human Resources related strategic and business objectives.

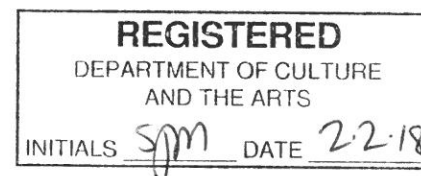
Supports the Senior Human Resources Consultant to provide the executive with accurate and timely information on HR related matters to support effective planning, operational excellence and performance reporting.

Assists with the coordination, development and implementation of various Human Resource initiatives.

CONTEXT

The Western Australian Museum is positioning itself through scientific and academic excellence, public programs and relevant exhibitions to keep pace with the rapidly changing face of Western Australia. The Museum has made a major contribution to the collection, conservation and research of the State's natural and social history, maritime heritage and the cultural heritage of Indigenous communities in Western Australia.

The Western Australian Museum is part of the Culture and Arts Portfolio, brought together by the Department of Local Government, Sport and Cultural Industries (DLGSC). DLGSC is the State Government agency responsible for the Government's support of management and development of arts and culture in Western Australia.





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STATEMENT OF DUTIES

Provision of workforce development support and advice

1. Coordinates and maintains the WA Museum's Learning Management System/s.
2. Develops, delivers and reviews workforce development programs to build and sustain capacity of the WA Museum's workforce.
3. Undertakes projects and research related to contemporary workforce development initiatives including:
 - Learning and Development;
 - Training;
 - Job analysis and design;
 - Induction;
 - Workforce Planning;
 - Organisational design.

HR consultancy support and advice

4. Provision of Human Resource consultancy support and advice including but not limited to:
 - Recruitment and selection;
 - Development of JDF's and Business Cases;
 - Job classification;

Compliance and Legislative Knowledge

1. Comply with Department's Code of Conduct, policies and procedures and relevant appropriate legislation.
2. Meet Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

REGISTERED	
DEPARTMENT OF CULTURE AND THE ARTS	
INITIALS <i>SPM</i>	DATE <i>2.2.18</i>



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WORK RELATED REQUIREMENTS (SELECTION CRITERIA) <ol style="list-style-type: none">1. Knowledge of and ability to successfully implement and/or undertake the administration of contemporary Learning Management System/s, including the development and maintenance of e-learning content.2. Demonstrated ability to develop evidence-based education and training material to meet defined needs.3. Sound knowledge of contemporary human resource management practices and trends.4. Well-developed interpersonal and communication (oral and written) skills that enable successful interaction and co-operation with Executives and senior managers across a variety of levels.5. Ability to deal effectively with competing demands and deadlines, set priorities and manage a diverse workload including the development of project plans.6. Demonstrated ability to work effectively in a team environment providing a customer focussed service. Desirable <ol style="list-style-type: none">1. Achievement of, or progress towards, a relevant tertiary qualification.	KEY RELATIONSHIPS / INTERACTIONS <ol style="list-style-type: none">1. Staff within the team.2. Staff from across a variety of levels and agencies. KEY CHALLENGES <ol style="list-style-type: none">1. Developing and maintaining good working relationships with a variety of stakeholders.2. Working in a busy and changing work environment3. Competing priorities. SPECIAL CONDITIONS <p>Nil</p> LOCATION <p>Perth</p>
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Manager Signature: **Date:**/...../.....

Employee Signature: **Date:**/...../.....

