**Job Description Form**

**Senior Classification and Establishment Consultant**

**Position Details**

**Position Number:**  Generic

**Classification:** Level 5

**Award / Agreement:** PSA 1992 / PSGOCSAGA 2017

**Organisational Unit:** Corporate Operations / People and Facilities / Human Resources

**Location:** Perth

**Classification Evaluation Date:** July 2012

**JDF Review Date:** July 2012

**Reporting Relationships**

This position reports to the Principal Classification and Establishment Consultant, Level 6

This position may supervise a small team.

**About the Department**

The Department of Communities’ mandate is fundamentally about providing pathways to individual, family and community wellbeing. The Department’s direction centres on building safe, strong, secure and inclusive communities that empower individuals and families across Western Australia to lead fulfilling lives.

The Department’s functions and services include disability services; child protection and family support; social and affordable housing; youth justice; community initiatives and remote regional services reform.

The Department provides the opportunity to implement client centred services within a single outcome based framework across community services in Western Australia. This framework also provides for a specific focus on delivering integrated, place based services, recognising that community and individual needs vary significantly between metropolitan and regional communities.

The Department promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

**Role Statement**

This position provides a comprehensive consultancy and advisory service regarding position classification and establishment for the Department. Investigates and assesses routine and complex position classification and reclassification requests and other classification related matters. Creates, maintains and updates establishment data, job description forms and position history files. Contributes to classification and establishment business process improvement and related projects.

**Duties and Responsibilities**

1. Provides a contemporary and customer focussed human resource consultancy service, focussing on the classification and establishment process, servicing clients at all levels.
2. Assesses routine and complex requests related to classification of new positions, reclassification of existing positions, restructures and temporary special allowances. Prepares comprehensive assessment reports with recommendations for determination by the Classification Review Committee or delegated authority.
3. Provides specialist advice and support to managers and/or Human Resource Consultants on classification, job descriptions, job design, organisational structures and establishment matters.
4. Provides support, advice and input to the Classification Review Committee (CRC) or delegated authority, in relation to:
   * Classification submissions
   * Classification determination decisions
   * Organisational structures
   * Research into classification related matters
   * Acts as Executive Officer for the CRC as required
5. Assists in the development, implementation, review and promotion of classification and establishment policies, guidelines, procedures and processes.
6. Assists with projects relating to classification and establishment activities.
7. Maintains the integrity of the Department’s establishment data, JDF database and position history files.
8. Monitors workload to support the provision of regular performance reports to management.
9. Performs other duties as directed.

**Essential Work-Related Requirements (Selection Criteria)**

1. Demonstrated experience in conducting position classification assessments and establishment management with a demonstrated ability to undertake research, analyse, problem-solve including the provision of detailed reports on a range of classification related matters.
2. Demonstrated knowledge and understanding of Public Sector classification determination principles and processes and associated issues.
3. Well-developed communication, consultation, negotiation and interpersonal skills to interact effectively with a wide range of people.
4. Well-developed planning and organisational skills with the ability to meet deadlines and manage a range of different tasks.
5. Demonstrated capacity to work effectively individually and in a team.

**Essential Eligibility Requirements / Special Appointment Requirements**

Appointment is subject to a satisfactory National Police Clearance.