**Job Description Form**

**Principal Classification and Establishment Consultant**

**Position Details**

**Position Number:**  04004572

**Classification:** Level 6

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

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

**Location:** Perth

**Classification Evaluation Date:** May 2009

**JDF Review Date:** May 2018

**Reporting Relationships**

This position reports to the Manager Human Resources Consultancy, Level 8

This position has the following subordinates:

• 2 x Senior Classification and Establishment Consultant, Level 5

• Classification and Establishment Consultant, Level 4

• Senior Establishment Consultant, Level 4

**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**

Leads and manages the position classification assessment and establishment functions and provides high level advice and support across the Department on all matters associated with classification and establishment. Investigates and assesses complex position classification and reclassification requests and other classification related matters. Creates, maintains and updates establishment data, job description forms and position history files. Leads the classification and establishment business process improvement and related projects. Manages the activities of a team providing the classification and establishment function for the Department.

**Duties and Responsibilities**

1. Leads 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. Leads and ensures the provision of quality, specialist advice and support to managers and/or Human Resource Consultants on classification, job descriptions, job design, organisational structures and establishment matters.
4. Leads the development, implementation, review and promotion of classification and establishment policies, guidelines, procedures and processes.
5. As the Executive Officer to the Classification Review Committee, provides support, advice and input in relation to:

* Classification submissions
* Classification determination decisions
* Organisational structures, and
* Research into classification related matters

1. Establishes internal service standards and provides regular performance reports to management.
2. Leads projects related to classification and establishment activities.
3. Leads the maintenance and integrity of the Department’s establishment data, JDF database and position history files.
4. Actively promotes Equal Opportunity, Occupational Safety & Health, standards of conduct and customer service. Provides leadership, undertakes performance monitoring, and support staff development.
5. Performs other duties as directed.

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

1. Well-developed leadership skills and demonstrated ability to effectively lead and manage a team inclusive of demonstrated skills in the development, implementation and evaluation of guidelines, processes and procedures.
2. Substantial 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.
3. Substantial knowledge and understanding of Public Sector classification determination principles and processes and associated issues.
4. Well-developed communication, consultation, negotiation and interpersonal skills to interact effectively with a wide range of people.
5. Well-developed planning and organisational skills with the ability to meet deadlines and manage a range of different tasks.

**Essential Eligibility Requirements / Special Appointment Requirements**

Appointment is subject to a satisfactory National Police Clearance.