



**HSS REGISTERED**

**Human Resource Consultant**  
**Health Salaried Officers Agreement: Level G6**

**Position Number: 111811**

**Human Resource Services / Workforce Services**

**East Metropolitan Health Service**

**Reporting Relationships**

Director Human Resources  
HSO G12  
Position Number: 602744



Human Resource Coordinator  
HSO Level G8  
Position Number: 602865



**This Position**



Directly reporting to this position:

<b>Title</b>	<b>Classification</b>	<b>FTE</b>
NIL		

- Also reporting to this supervisor:
- Human Resource Consultant, Level G6, 1.0 FTE
  - Human Resource Consultant, Level G6, 1.0 FTE
  - Human Resource Consultant, Level G6, 1.0 FTE
  - Human Resource Consultant, Level G6, 1.0 FTE

**Key Responsibilities**

Provides a consultancy service to Divisions/Departments on strategic, tactical and operational human resource management issues.

## Brief Summary of Duties (in order of importance)

1. Provides a human resource management consultancy service to management, having regard to the organisations operational needs and within the legislative and regulatory framework, including:
  - Support to management in the resolution of grievances, discrimination/harassment matters and the resolution of workplace disputes.
  - Support in the management of disciplinary matters and unsatisfactory performance.
  - Support and advice in relation to recruitment strategies.
  - Redeployment case management
  - Change management
  - Advice and support to management in relation to organisational design and establishment.
2. Provides advice and assistance in relation to routine industrial relations issues.
3. Participates in the review and implementation of human resource policies, procedures and practices.
4. Undertakes training in relation to human resource management issues and practices, including induction presentations.
5. Develops and maintains effective network and working relationships with clients, Health Support Services (HSS) members, Central agencies and other health industry employing authorities.
6. Other duties as directed.

### **EMHS Governance, Safety and Quality Requirements**

7. Participates in the maintenance of a safe work environment
8. Participates in an annual performance development review.
9. Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
10. Completes mandatory training (including safety and quality training) as relevant to role.
11. Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
12. Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

## Work Related Requirements

### Essential Selection Criteria

1. Substantial experience in the delivery of direct human resource management consultancy services to business units.
2. Sound knowledge and understanding of contemporary human resource management practices.
3. Well-developed written and verbal communication skills.
4. The ability to establish and maintain effective relationships with clients.
5. Demonstrated conceptual, analytical and problem solving skills.
6. Knowledge and understanding of continuous quality improvement principles with experience in the practical application of these principles in evaluating customer needs.

### Desirable Selection Criteria

1. Tertiary Qualifications Human Resource Management or related area.
2. Knowledge and understanding of the legislative and regulatory frameworks governing public sector employment.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

## Certification

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

..... <b>Manager / Supervisor Name</b>	..... <b>Signature or</b>	..... <b>HE Number</b>	..... <b>Date</b>
..... <b>Dept. / Division Head Name</b>	..... <b>Signature or</b>	..... <b>HE Number</b>	..... <b>Date</b>

**As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.**

..... <b>Occupant Name</b>	..... <b>Signature or</b>	..... <b>HE Number</b>	..... <b>Date</b>
..... <b>Effective Date</b>			

**HSS Registration Details (to be completed by HSS)**

..... <b>Created on</b>	..... <b>Last Updated on</b>
	JULY 2018