

# JOB ROLE STATEMENT

## WORKFORCE DEVELOPMENT CONSULTANT LEVEL 5

**DIRECTORATE**  
**BRANCH**

HUMAN RESOURCES  
COMMUNITIES OF EXPERTISE

**POSITION NO** P0062760 / P0062761

### **KEY RESPONSIBILITIES**

Provide specialist support in the development and management of programs that build workforce capability. Provide a consultancy service to Branch Managers in the design and implementation of development programs that foster a high performance workforce.

### **KEY DELIVERIES**

#### **Development Programs**

- Provide advice and guidance to Branch Managers on the options and ways of embedding learning and development solutions that foster a high performance workforce and build Main Roads capability to deliver business objectives.
- Provide specialist support in the development and implementation of workforce development strategies.
- Collaborate with the HR Business Partners to develop and provide a range of work programs for the development of employees across Main Roads.
- Develop and implement operational strategies for the Development Employee Program, to develop and retain recent University, TAFE graduates and other trainees.
- Review the performance of Development Employee Programs to ensure they deliver the necessary skills and capabilities that support Main Roads' business requirements including the management of the rotational program, formal training, and the performance review process.
- Engage and manage training providers and other consultants for the delivery of learning and development programs.
- Manage the recruitment and attraction process for recent University, TAFE graduates and other trainees and review the effectiveness of the process in attracting an appropriate pool of Development Employees to Main Roads.
- Co-ordinate the delivery of the annual performance review cycle for all employees.
- Provide advice and specialist support to HR Business partners in the resolution of learning and development queries and issues, and the delivery of streamlined products and services.
- Promote, facilitate and provide specialist support to Branch Managers in implementing workforce development practices across Main Roads.

#### **Stakeholder Relationships**

- Build and maintain collaborative working relationships within the HR Directorate and stakeholders across Main Roads, including Development Employees.
- Professionally network with counterparts in the transport portfolio and other organisations to gain the knowledge of their experiences in managing organisational capability, analyse and recommend suitable actions for management consideration and implementation within Main Roads.
- Establish and maintain effective working relationships with managers to monitor Development Employee performance and capability.
- Establish and maintain effective working relationships and partnerships with tertiary institutions including Universities, Technical and Further Education (TAFE) Colleges and schools.

### **SAFETY, HEALTH AND WELLBEING (SHW)**

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

### **LOCATION**

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

### **DYNAMIC RESOURCING**

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

### **REPORTING RELATIONSHIPS**

*This position reports to:*

(A) **TITLE AND LEVEL**  
WORKFORCE DEVELOPMENT MANAGER

LEVEL 6

**POSITION NO**  
P0062759

## WORKFORCE DEVELOPMENT CONSULTANT LEVEL 5

**POSITIONS UNDER DIRECT SUPERVISION**

**ALL POSITIONS UNDER CONTROL**

List the position numbers, titles and levels of positions directly supervised

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY Salaried, Wages	NUMBER
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TOTAL

**SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE**

**ESSENTIAL:**

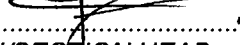
- Considerable skill, knowledge and experience in:
  - implementation and co-ordination of development and/or graduate programs for a large and multi-disciplinary organisation
  - building and enhancing stakeholder relationships
  - research, analysis and problem solving
  - project co-ordination and contract management
  - facilitation and delivering presentations to groups and individuals
- Knowledge of:
  - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity
- Possession of a current Western Australian 'C' Class (car) motor vehicle drivers licence or an approved equivalent

**DESIRABLE:**

- A Diploma in Human Resource Management.

**CERTIFICATION**

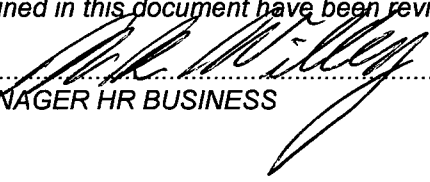
1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 2/11/18  
 .....  
 BRANCH/SECTION HEAD

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

SIGNATURE ..... DATE .....  
 EXECUTIVE DIRECTOR

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 2/11/18  
 .....  
 MANAGER HR BUSINESS