

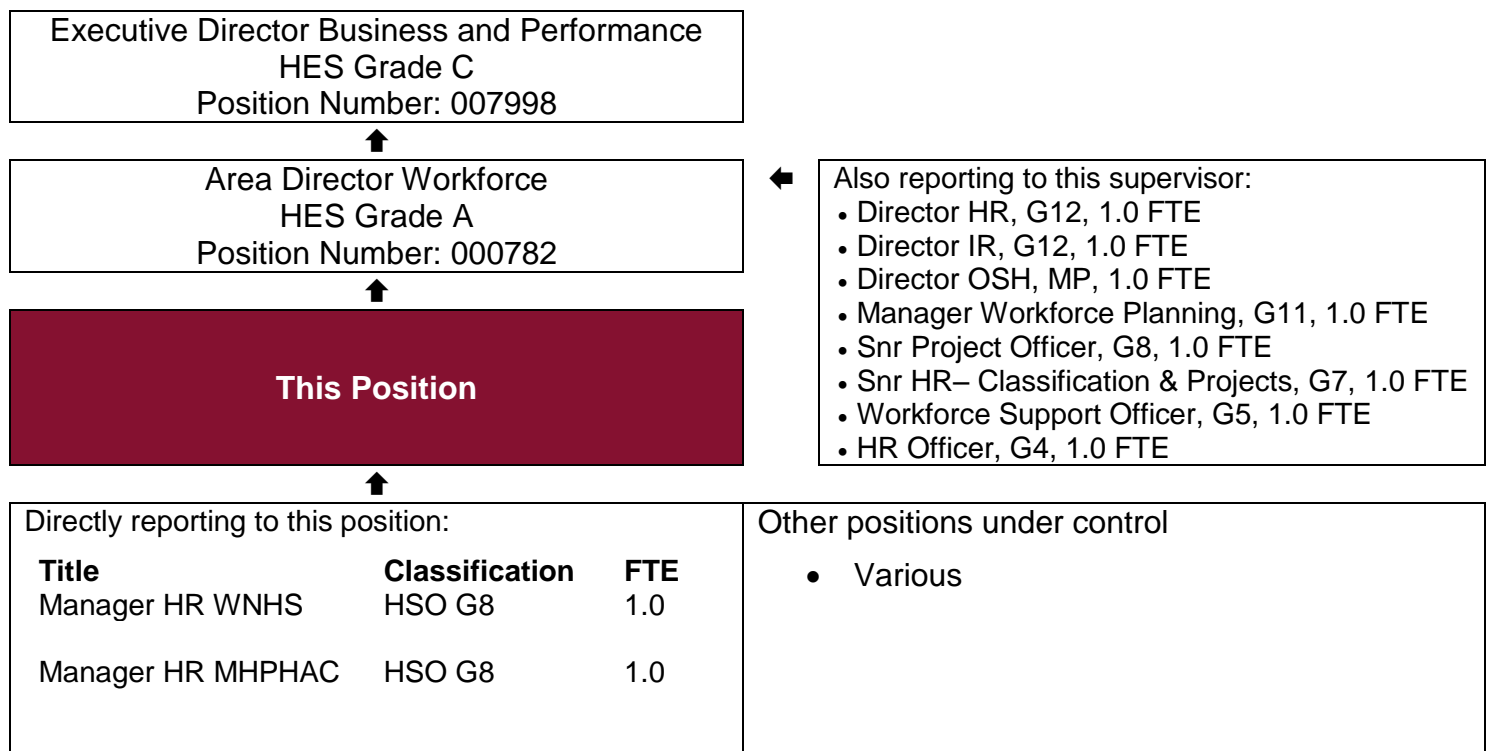


North Metropolitan Health Service
Job Description Form

HSS Registered November 2018

Director Human Resources
Health Salaried Officers Agreement: Level G12
Position Number: 007770
Workforce
North Metropolitan Health Service

Reporting Relationships



Prime Function / Key Responsibilities

Provides high level professional and technical advice on human resource (HR) management issues. Maintains effective working relationships with executive leadership teams, operational managers and other stakeholders in assigned portfolio of services.

Leads the HR teams, ensuring HR services are aligned and implemented to meet strategic organisational priorities and legislative and industrial requirements.

Brief Summary of Duties

1. Leadership and Management

- 1.1 Provides high level professional and technical advice on human resource management issues.
- 1.2 Leads the HR team, ensuring HR services are implemented to meet organisational priorities and legislative and industrial requirements.
- 1.3 Maintains effective working relationships with executive leadership teams, operational managers and other stakeholders within scope of assigned service responsibilities.
- 1.4 Promotes, develops and maintains overall workforce service delivery including client contacts and management, alignment with North Metropolitan Health Service (NMHS) strategic and operational objectives, system improvements and quality assurance and improvement.
- 1.5 Under the direction of the Area Director Workforce, contributes to the development and planning of workforce services related systems to support the achievement of the NMHS vision and corporate objectives.
- 1.6 Contributes to the strategic development of workforce planning and business plans through maintaining an awareness of best practice, trends and issues concerning the core functions of human resources services and NMHS as a whole.
- 1.7 Builds and develops strategic alliances with key stakeholders, interest groups, client agencies, internal and external service providers and other Department of Health employees to develop and achieve NMHS objectives and services.
- 1.8 As a member of the NMHS Workforce leadership team contributes to the strategic management, alignment and leadership of workforce services throughout NMHS.
- 1.9 Leads workforce related projects as directed by the Area Director Workforce.
- 1.10 Promotes a working environment that fosters equity, diversity, learning and continuous improvement within the work team.
- 1.11 Leads and participates in cross-functional project teams within and external to the NMHS to develop and deliver improved services and systems.
- 1.12 Develop, implement and evaluate related policies and procedures for the application of workforce services across the NMHS, ensuring compliance with legislation and the mandatory employment framework.
- 1.13 Participates in a continuous process to monitor, evaluate and develop services and performance.

2. NMHS Governance, Safety and Quality Requirements

- 2.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 2.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 2.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

3. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Extensive experience in the delivery and management of human resource/workforce services at a senior level in a complex organisational environment.
2. Comprehensive understanding of contemporary workforce issues and trends and substantial experience in workforce change management, project coordination and human resource management.
3. Highly developed communication, consultation and negotiation skills, a demonstrated ability to influence people in the achievement of objectives and establish collaborative relationships and networks both within and external to Health.
4. Demonstrated ability to work with complex team structures and effectively negotiate, influence and maintain cooperative working relationships towards targeted outcomes.
5. Highly developed analytical, conceptual, problem solving and research skills with a proven ability to provide innovative solutions to complex workforce issues.
6. Significant demonstrated experience in the development of strategic workforce policy; developing and maintaining consultative networks; and provision of high level policy advice.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable Selection Criteria

1. Tertiary qualifications in a relevant discipline would be highly regarded.
2. Experience in the delivery and management of human resource services in large hospital/health care settings.
3. Experience in the management of quality improvement and risk prevention implementation strategies at a senior level.

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.

Manager/Supervisor

Name:

Signature/HE:

Date:

Dept./Division Head

Name:

Signature/HE:

Date:

Position Occupant

Name:

Signature/HE:

Date: