



Government of **Western Australia**  
Department of **Corrective Services**

# Job Description Form

## GENERIC - Senior Human Resource Officer

### Recruitment Branch

#### POSITION DETAILS

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Classification Level: 6  
Award/Agreement: PSA 1992 / PSGOGA 2014  
Position Status: Permanent  
Organisation Unit: Corporate Support Division, Human Resources Directorate  
Physical Location: Perth CBD

#### REPORTING RELATIONSHIPS

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Responsible to: 013345 Manager Recruitment - Level 7

**THIS POSITION:** Generic - Senior Human Resources Officer - Level 6

Direct reports: Assistant HR Officer Level 4

#### OVERVIEW OF THE POSITION

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The Recruitment Branch is responsible for ensuring the Department is able to identify, attract and recruit the right people with the skills necessary to accomplish organisational goals.

The Senior Human Resource Officer manages a recruitment portfolio and reports to the Manager Recruitment. Supervises a team responsible for the delivery of the recruitment function for the Department within the operating context of attraction, selection, retention and redeployment situations. The incumbent is responsible for leading and coordinating a range recruitment activities and processes across the Department, providing consultation and advice, recruitment administration, and redeployment and redundancy management.

## **JOB DESCRIPTION**

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As part of the Recruitment team, the successful applicant will be expected to:

- Maintain focus on the Department's goals concerning safety, security and rehabilitation;
- Work to improve communication and model integrity and respect in all interactions;
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity;
- Operate within chain of command facilities to coordinate activities required to meet the Department's strategic objectives;
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate;
- Facilitate cultural and management reforms within the Department through leadership and engagement; and
- Represent the Department's interest on committees and working groups as required.

## **ROLE SPECIFIC RESPONSIBILITIES**

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Duties include, but are not limited to, the following points:

- Supervises and coordinates a team who will provide the recruitment function for the Department, including recruitment administration.
- Plans and coordinates a range of resourcing activities across the Department that contribute to delivering organisational recruitment goals.
- Applies and interprets legislation and government recruitment policies governing human resource management and public sector processes and accountabilities.
- Provides support and advice on high level or complex recruitment matters in the context of employment issues and trends that affect the human resources environment.
- Investigates and analyses complex recruiting and employment issues. This includes research, contributing to and improving, recruitment policies, practices and procedures.
- Advises on processes for redeployment and redundancy matters to ensure accuracy and compliance with legislation and government policies.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

## **JOB RELATED REQUIREMENTS**

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In the context of the role specific responsibilities of this position, able to demonstrate the following capabilities:

**1. Strategic Alignment - Develop and drive a people strategy across an organisation**

An ability to: manage human resources services based on the interpretation of the environment the Department operates within and human resources legislation; and drive responses to address and plan for trends, issues and influences impacting on human resources.

**2. Results Driven - Drive strategies to build capability and expertise**

An ability to: manage and design innovative human resources activities, strategies and initiatives which apply good practice and align and contribute to government and Departmental objectives; identify and manage risk; and lead services in coaching managers to build employee capability.

**3. Workforce Capacity - Manage activities that build workforce capacity for present and future requirements**

An ability to: oversee the analysis and reporting of organisational climate and employee engagement; drive workforce planning activities to ensure the availability of a skilled and motivated workforce to meet current and future Departmental goals; and manage processes which provide support to managers to effectively manage the development, performance and behaviour of employees.

**4. Relationship Management - Identify, initiate, build and manage productive relationships**

An ability to: oversee and drive communication and consultation channels with stakeholders to share information, perspectives and knowledge which support a collaborative, innovative and values based culture; and coach managers to understand their people management responsibilities.

**5. Credible Influence - Role model desired behaviours of the organisation and actively influence where required**

An ability to: demonstrate personal and professional integrity at all times consistent with the WA public sector Code of Ethics and Departmental code of conduct; make sound, rational and ethical decisions; drive the application of expertise in advising and influencing others in their decision making; be accountable for decisions and actions; take personal responsibility for delivering quality outcomes which meet objectives; and communicate clearly and confidently across all levels of the Department.

**6. Professional Expertise - Recognise the capabilities and expertise required for the function and develop and build on own and other's expertise**

An ability to: demonstrate self-awareness and commitment to personal development and encourage it in others; recognise and develop capabilities to meet performance expectations and seek additional expertise when required; oversee activities to translate human resources theory into practice to deliver value to the Department; and manage the delivery of human resources services and tools to improve workforce performance and the people management expertise of managers.

**7. Culture and Change Management - Manage change processes required to support desired organisational culture**

An ability to: work with the Executive to articulate vision for the Department and communicate the need for change when required; drive the design and delivery of innovative people practices to enable a positive culture; manage processes and provide support to the organisation when change is required; and inspire employees to understand the impact of their behaviour on Departmental culture.

**SPECIAL REQUIREMENTS/EQUIPMENT**

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Nil

**CERTIFICATION**

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

DELEGATED AUTHORITY

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR CERTIFICATION DATE: \_\_\_\_\_