



# Executive Manager

## POSITION DESCRIPTION FORM

**Region / Portfolio / Directorate:**

Human Resources

**District / Branch:**

Personnel Services

**Work Unit:**

Workforce Design and Consulting

**Position Description Number:**

215627

**Rank / Level / Band:**

Level 7

**Position Category:**

Choose an item.

### Employment Conditions

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Industrial Agreement/Award: Current PSA, PSGOGA and Agency Specific Agreement

Work Pattern: Monday - Friday: May be required to work outside normal operating hours

Location: Perth

### Position Objective

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Manages all aspects of organisational design initiatives, including the provision of expert advice, managing stakeholder relationships, implementing major structural changes, job design and classification determination.

### Role of Work Unit

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Human Resources consists of service areas that support Employee Relations, Health and Welfare and Personnel Services. Workforce Design and Consulting is a dedicated team within the Personnel Services portfolio. The team undertakes workplace reviews, supports areas undergoing restructuring and assists with the associated suite of change management activities. The team also undertakes work value assessments of new positions/reclassifications and supports and manages Position Description (PD) design and updates.

### Reporting Relationships

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This position reports to:

- Assistant Director, Level 8

Direct reports to this position include:

- Senior Workforce Consultant, Level 6
- Workforce Consultant, Level 5 (x3)
- Workforce Officer, Level 4 (x2)

Total number of positions under control: 6

Position Title: Executive Manager	Rank, Level or Band Level 7	Position Number: 215627
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## Key Accountabilities

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### 1. Leadership

- 1.1 Leads and manages the implementation, monitoring and communication of corporate workforce design and Agency HR needs / issues.
- 1.2 Leads a consultancy service regarding workforce design and its effectiveness.
- 1.3 Manages performance of staff ensuring appropriate coaching and development takes place and a specialist HR consultancy service is maintained.
- 1.4 Leads the identification of HR issues affecting the Agency through communication and close working relationships with Portfolios to understand and anticipate current and future workforce issues.
- 1.5 Implements strategies to ensure the highest possible level of service delivery to satisfy the needs and expectations of customers.

### 2. Organisational Design

- 2.1 Provides organisation and job design consultancy to senior executives in order to support the changing needs of the business.
- 2.2 Undertakes quality assurance of all classification work undertaken by internal and external classification officers.
- 2.3 Provides classification determinations (under delegated authority).
- 2.4 Provides advice to management on initiatives leading to improved productivity and employee relations in the workplace.
- 2.5 Undertakes, high level research and analysis of complex HR issues, strategies and reviews, policies, priorities and initiatives and their potential impact on the Agency's workforce.
- 2.6 Reviews and audits structures to ensure they are aligned to corporate strategy and optimise employee performance.

### 3. Stakeholder Management

- 3.1 Establishes, develops and maintains high level strategic relationships with key stakeholders, both internal and external.
- 3.2 Negotiates, consults and influences at a high-level (typically Assistant Commissioners, Directors, Commanders, Superintendents, and Assistant Directors) on progressing the implementation of corporate strategic HR projects and initiatives.

### 4. Other

- 4.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 4.2 Undertakes other duties as directed.

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## Work Related Requirements

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### Essential

### Context in which work related requirements will be applied and or general standard expected.

Organisational Design	Advising, consulting and negotiating with senior managers on workforce issues relating to organisational/job design and classification determination.
Human Resource Management	Applying knowledge of current and emerging Human Resource Management issues and industrial relations particularly pertaining to change management.
Leadership	Leading and managing a team. Setting goals, implementing strategies to achieve them and motivating staff to perform effectively.
Communication	Providing a consultancy service. Negotiating issues, persuading and influencing outcomes. Delivering presentations to various groups. Communicating and selling change. Maintaining strong relationships with internal & external stakeholders at all levels. Managing team cohesiveness.
Organisation	Coordinating and prioritising competing issues and allocating resources appropriately. Flexibility in a complex and demanding environment.
Conceptual and analytical	Conceptualising problems, researching and analysing information from diverse sources to provide solutions. Integrating and synthesising information and data to form findings.

### Desirable

Possession of, or progression towards, a tertiary qualification in Human Resource Management or a related field.

## Capability Framework

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The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

## Certification

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

Position	Name	Date
Workforce Design and Consultancy	Martine Dimond	04/02/2019
Assistant Director, Personnel Services	Lee Clissa	04/02/2019