

JOB DESCRIPTION FORM

JOB TITLE: Human Resource Consultant	POSITION NUMBER 14393	CLASSIFICATION: Level 5
AWARD Public Service Award 1992 / PSGO CSA GA	EMPLOYMENT TYPE Fixed Term, Full Time	
DIRECTORATE Organisational Development	TEAM Human Resources	
POSITION REPORTS TO Manager Human Resources	POSITIONS REPORTING TO THIS POSITION Nil	
<p>PURPOSE OF POSITION</p> <p>Provide a customer focussed consultancy and advisory service to management and staff on a diverse range of human resource matters. Contribute to the development, review and evaluation of HR strategies, plans, policies, procedures, guidelines and systems.</p>		
<p>CONTEXT</p> <p>The Western Australian Museum is positioning itself through scientific and academic excellence, public programs and relevant exhibitions to keep pace with the rapidly changing face of Western Australia. The Museum has made a major contribution to the collection, conservation and research of the State's natural and social history, maritime heritage and the cultural heritage of Indigenous communities in Western Australia.</p> <p>The Western Australian Museum is part of the Culture and Arts Portfolio, brought together by the Department of Culture and the Arts (DCA). DCA is the State Government agency responsible for the Government's support of management and development of arts and culture in Western Australia.</p>		

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<p>STATEMENT OF DUTIES</p> <ol style="list-style-type: none"> 1. Provides a customer focussed consultancy and advisory service to managers and employees on a variety of, and sometimes complex human resource management issues including; grievance and conflict resolution, performance management, learning and development, discipline and misconduct, redeployment and redundancy, change management, workforce planning and industrial relations conditions. 2. Advises and assist managers and selection panel members to conduct compliant, efficient and effective recruitment, selection and appointment processes. 3. Undertakes classification assessment, including the development of job descriptions and provides advice on classification determinations and structural principles. 4. Provides advice on the application of policies, awards and agreements. 5. Contributes to the development, implementation and evaluation of contemporary human resource policies and practices to ensure their alignment with the organisations values and objectives. 6. Assists in identifying HR strategies and projects that will achieve business objectives. 7. Participates on relevant internal committees and working groups as required. 8. Manages and participates in HR projects as required. 9. Participates in team meetings and activities with WA Museum HR team. <p>Other duties as required with respect to scope of the position.</p>	<p>Compliance and Legislative Knowledge</p> <ul style="list-style-type: none"> • Comply with Department’s Code of Conduct, policies and procedures and relevant appropriate legislation. • Meet Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
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<p>WORK RELATED REQUIREMENTS (SELECTION CRITERIA)</p> <p>Essential</p> <ol style="list-style-type: none"> Well-developed experience in providing a HR consultancy and advisory service, providing timely, relevant and accurate advice to employees and management on a broad range of HR matters. Excellent knowledge of, and ability to interpret and accurately apply human resource management legislation, standards, policies and awards and agreements in a business context. Demonstrated commitment to contemporary human resource management principles and practices. Well-developed communication (written and verbal), interpersonal and negotiation skills including excellent report writing skills. Ability to deal with competing demands and deadlines, set priorities and manage a diverse workload including the development of project plans. Well-developed conceptual, analytical and problem solving skills including the ability to exercise judgement and initiative to identify innovative and appropriate human resource solutions. <p>Desirable</p> <ol style="list-style-type: none"> A tertiary qualification in Human Resources or related field. 	<p>KEY RELATIONSHIPS / INTERACTIONS</p> <ol style="list-style-type: none"> Line managers and Directors Staff members Manager Human Resources and WAM HR team.
	<p>KEY CHALLENGES</p> <ol style="list-style-type: none"> Building value added relationships with customers, stakeholders and management. Aligning HR priorities with business needs in a busy and changing work environment. Continuous improvement of the capacity of human resources to deliver high quality services. Managing competing priorities.
	<p>SPECIAL CONDITIONS</p> <ol style="list-style-type: none"> A current (within 6 months) Police Clearance will be required.
	<p>LOCATION</p> <p>Perth</p> <div style="border: 2px solid black; padding: 5px; text-align: center;"> <p>REGISTERED</p> <p>Western Australian Museum</p> <p>INITIALS: SJM DATE: 29.01.2019</p> </div>

Manager Signature: **Date:**/...../..... **Employee Signature:** **Date:**/...../.....