



HSS REGISTERED

Human Resources Consultant

Health Salaried Officers Agreement; G-6

Position Number: 00007293

Corporate Services / Workforce

Child and Adolescent Health Service

Reporting Relationships

Director Workforce
HSO G-13
Position Number: 00008635



Manager Human Resources
HSO G-9
Position Number: 00007291



This Position



Reporting to this position:

| Title | Classification | FTE |
|-------|----------------|-----|
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Also reporting to this supervisor:

- Senior Human Resources Consultant; G-7
- Human Resources Officer; G-5

Key Responsibilities

Working within a team, provides a consultancy, advisory service and associated support to managers and staff in regards to all aspects of Human Resource Management.

Our Vision: Healthy *kids*, healthy *communities*.

Our Values: Compassion Collaboration Equity Respect Excellence Accountability

Brief Summary of Duties

1. Human Resource Management Consultancy

- Provides responsive HR operational consultancy and advisory support in the delivery of HR services within an allocated area of service provision/client portfolio, including but not limited to:
 - Recruitment and Selection
 - Conditions of Employment
 - Equal Employment Opportunity
 - Grievance management
 - Performance Management
 - Discipline
 - Conflict Resolution
 - Award Interpretation
 - Redeployment
 - Position Establishment and Classification
- Provide advice, support and assistance to management on change management processes including organisational design, employee consultation, implementation and review.
- Provides support in the delivery of workforce services within an allocated client portfolio.
- Assist managers in the job creation and reclassification process by providing advice and direction on structure and job design issues.
- Conducts internal reviews of suspected breaches of the Public Sector Standards in Human Resource Management.
- Liaises with unions and employee associations on matters relating to individual employees.
- Undertake or participates in training and briefing of management and employees in relation to developments and changes in human resource management including participating in induction presentations.
- Case manages internal and external redeployment of employees displaced as a result of organisational change or due to organisational operational requirements.
- Develop and maintain effective networks and working relationships with Health Support Services, Department of Health, Public Sector agencies and other health services.
- Assists in ensuring, as far as practicable, the provision of a safe working environment in consultation with other workforce team members.
- Promote awareness of and ensure compliance with:
 - clinical and/or corporate governance requirements; and
 - legislative and other regulatory requirements relating to equity and diversity, disability services and occupational safety and health.

2. CAHS Governance, Safety and Quality Requirements

- Takes reasonable care for own health and safety and that of others and participates in the maintenance of a safe work environment.
- Participates in the Child and Adolescent Health Service (CAHS) performance development review process.
- Supports the delivery of safe patient care and the consumers' experience ensuring services are family centred. This includes participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with Government, WA Health, CAHS and Departmental / Program specific policies and procedures.
- Abides by and upholds the WA Health Code of Conduct, CAHS Vision, Mission and Values, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

3. Undertakes other duties as required.

Work Related Requirements

Essential Selection Criteria

1. Significant experience in the delivery of direct Human Resource management consultancy support.
2. Demonstrated knowledge of contemporary Human Resource management practices and trends.
3. Well-developed verbal and written communication skills.
4. Well-developed negotiation, conflict resolution and interpersonal skills.
5. Demonstrated conceptual, analytical and problem solving skills.
6. Demonstrated ability to work effectively as part of a team and independently and able to prioritise and meet high volume competing demands.
7. Current knowledge of legislative and other regulatory requirements in the areas of equity and diversity, disability services and occupational safety and health and how these impact on employment, people management and service delivery.

Desirable Selection Criteria

1. Tertiary qualifications in human resource management or related area.
2. Experience in dealing with Public Sector Human Resource governance.
3. Knowledge and understanding of relevant standards, legislation and awards.

Appointment Pre-requisites

Appointment is subject to:

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 | or | HE Number | Date |
| Directorate/ Dept. Head | Signature | or | HE Number | Date |

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

| | | | | |
|-------------------------------|---------------------------|----|---------------------------|----------------------|
| Occupant Name | Signature | or | HE Number | Date |
|-------------------------------|---------------------------|----|---------------------------|----------------------|

HSS Registration Details (to be completed by HSS)

| | | | |
|-------------------|----------------------|------------------------|----------------------|
| Created on | Insert date | Last Updated on | Insert date |
|-------------------|----------------------|------------------------|----------------------|