

## POSITION DETAILS

**Position Title**

Human Resources Consultant

**Position Number**

Generic

**Classification Level**

Level 5

**Award/Agreement**

Public Service Award 1992 /  
Public Service and Government Officers  
General Agreement 2017

**Division/Directorate**

Corporate Services

**Branch/Section**

Human Resources

**Physical Location**

140 William Street, Perth

**Effective Date**

10/05/2019

**Employment Type**

Various

Various

## REPORTING RELATIONSHIPS

**Position reports to**

13109 – Assistant Director, Human Resources –  
Level 7

**Positions reporting to this position**

Nil

## PURPOSE OF THE POSITION

Provides a comprehensive consultancy and advisory service to the Department on a diverse range of human resource matters.



## ABOUT THE DEPARTMENT

The Department of Local Government, Sport and Cultural Industries facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

### MISSION

**Enlivened and successful  
communities and economy**

### VISION

**To facilitate lively communities and  
economy and the offering of outstanding  
and inclusive sporting and cultural  
experiences**

### VALUES

**Vision  
Excellence  
Diversity  
Leadership  
Integrity**

### DLGSC Objectives

- To partner with local government to deliver good governance to community
- To promote participation and achievement in sport, recreation, culture and arts
- To support and grow the cultural industries
- To promote the benefits of cultural diversity and social inclusion
- To provide opportunities in the hospitality sector by reducing red tape on the liquor and gambling industries
- To celebrate Aboriginal culture and preserve history and traditions

### DLGSC Approach

We will achieve this by:

- Working collaboratively across other State Government departments
- Creating synergies and find efficiencies in business functions
- Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
- Contributing to the achievement of Government targets
- Community focussed engagement and partnerships

## DUTIES OF THE POSITION

This section outlines the results and outcomes required of an individual in this position.

- Delivers a comprehensive consultancy and advisory service to managers and executives on a wide variety of HR matters including recruitment, workforce management, establishment, change management, performance, employee relations, learning & development and redeployment & redundancy.
- Provides guidance, coaching and support to managers and the executive to enable effective management of employees.
- Correctly interprets, applies and provides advice on relevant legislation, standards, awards/agreements, policies and procedures.
- Contributes to and supports the development of policies, procedures and the continuous improvement practices aligned with departmental business requirements.
- Develops and delivers innovative and workable solutions that meet customer needs, enhance informed decision-making and improve work processes.
- Applies equal opportunity, Occupational Health & Safety, and ethical principles and practices in all aspects of human resources practices and advice.
- Builds and maintains collaborative and productive relationships with a range of internal and external stakeholders.
- Initiates and undertakes human resources projects and strategies including investigation, research and analysis.
- Other duties as required with respect to the skills, knowledge and abilities of the employee.

## COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the Department's Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

## WORK RELATED REQUIREMENTS

Essential Pre-employment requirements: Nil

Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement.

Please note that a criminal record does not necessarily disqualify you for appointment. You will be given the opportunity to discuss the matter fully before a final decision is made.

Applicants should demonstrate their capacity to meet the following criteria, which should be read in conjunction with the specific responsibilities of this role.

### Essential

- 1. Role Specific**  
Relevant human resource experience preferably in the delivery of a broad range of human resource services.
- 2. Shapes and Manages Strategy**  
Ability to understand strategic objectives, trends and factors that may influence work plans, including demonstrated analytical and decision making skills. Formulates innovative ways to improve work practices.
- 3. Achieves Results**  
Well developed organisational and prioritising skills with the ability to meet performance expectations in a continuously changing work environment.
- 4. Builds Productive Relationships**  
Ability to develop and maintain productive relationships, including liaising and consulting with a variety of individuals. Recognises and encourages the contribution of others views and learnings in the workplace and encourages development activities for employees.
- 5. Exemplifies Personal Integrity and Self Awareness**  
Ability to demonstrate public service professionalism by ensuring position objectives are met, with an understanding of the impact of own behaviours and work styles on others in the workplace. Constructively challenges issues and discusses alternatives to progress issues.
- 6. Communicates and Influences Effectively**  
Well-developed communication skills, including the ability to present messages confidently in the appropriate format for the intended audience. Considers differing ideas to develop an understanding of the issues and presents persuasive counter-arguments where required.

### Desirable

1. Possession of or progress towards tertiary qualifications in Human Resource management or related field.

## ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

### Special Conditions

- A current (within six months) National Police Clearance Certificate will be required.

### Appointment is subject to:

- 100 point identification check; and
- Criminal Records Screening clearance.

### Training:

- Complete induction within three months of commencement;
- Complete any training specific to the role required by Departmental policy; and
- Complete the department's AEDM within six months of appointment

## CERTIFICATION

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

.....  
**Corporate Executive Representative Signature**

Date (DD/MM/YYYY)

*I have read and accept the responsibilities of the Job Description Form.*

*The position's duties are to be performed in accordance with the Department's Code of Conduct.*

.....  
**Employee Signature**

Date (DD/MM/YYYY)

<b>REGISTERED</b>	
DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	
Initials: BP	Date: 10.05.2019