



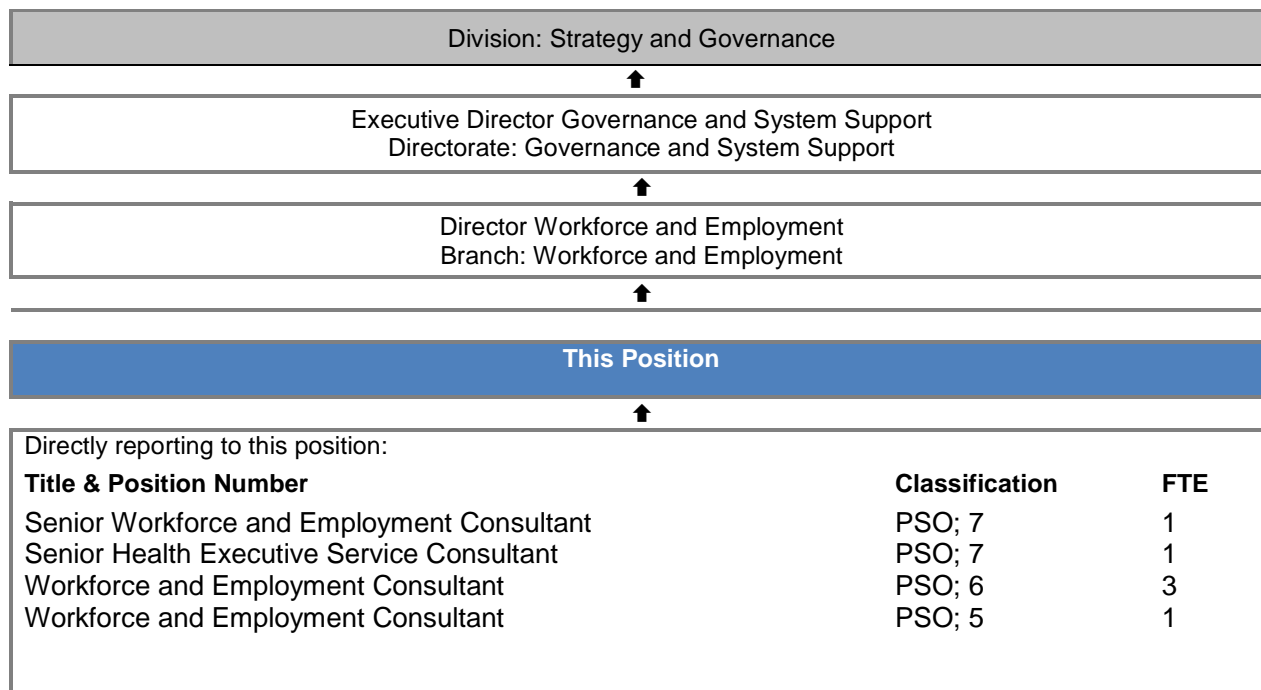
POSITION DESCRIPTION

Position Number	00013935
Position Title	Manager Workforce and Employment
Classification	PSO Level 8
Division	Strategy and Governance
Directorate	Governance and System Support
Branch	Workforce and Employment
Position Status	Permanent
Award	Public Service and Government Officers General Agreement
Site Location	East Perth

ORGANISATIONAL ENVIRONMENT

Our Vision	A WA health system that delivers safe, high quality and sustainable services that support and improve the health of all West Australians.
Our Mission	To lead and steward the WA health system.
Our Values	Collaboration, Openness, Respect and Empowerment

REPORTING RELATIONSHIPS



KEY RESPONSIBILITIES

The Manager Workforce and Employment is responsible for managing the Workforce and Employment team to ensure the strategic planning, development and delivery of the WA health system-wide workforce and employment policy and practices are aligned and compliant with the System Manager's strategic direction and are consistent with the regulatory policy frameworks, public sector policies and relevant legislation.

The position undertakes the management and evaluation of workforce and employment policy development and analysis, strategic workforce planning and projects. The Manager is required to consult and engage with stakeholders and take a lead role in the co-ordination of policy and strategy development and implementation.

BRIEF SUMMARY OF DUTIES

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

Employees are required to undertake all duties and responsibilities in accordance with Department of Health WA Code of Conduct, Policies/Procedures and relevant legislation.

1. Manages the development, implementation and evaluation of strategic workforce and employment policy, plans, procedures and guidelines on behalf of the WA health system consistent with the regulatory policy framework, public sector policies and relevant legislation.
2. Manages projects aimed at providing high level advice to the Executive Director Governance & System Support, Director Workforce & Employment and senior management in the Department of Health on complex strategic workforce and employment issues, involving the analysis of legislative requirements, and the identification of policy options for resolving those issues (including the benefits, costs and impacts of utilising those options).
3. Provides advice to stakeholders on strategic workforce and employment policy development and analysis, strategic workforce planning and projects as well as related legislative compliance requirements.
4. Provides expert advice and support in the management of classification and remuneration arrangements including contracts of employment for the Health Executive Service.
5. Shares knowledge and works in partnership with other areas in the Department of Health, to ensure consistency in advice and services provided.
6. Provides strategic advice to the Executive Director Governance & System Support, Director Workforce & Employment, Director General, Chief Executives, Health Service Providers and Department Executive and Senior Managers.
7. Manages the delivery of assigned projects and applies project management principles to ensure that outcomes are achieved within set timeframes.
8. Manages staff productivity to deliver expected outcomes on time.
9. Manages the administrative and business functions associated with the functions of this position, maintaining control over expenditure, budgets, procurement and contract management.
10. Performs other duties as directed.

WORK RELATED REQUIREMENTS

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

Essential Selection Criteria

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Extensive experience in the delivery and management of employment, workforce and/or human resource services at a senior level in a complex organisational environment.
2. Demonstrated understanding of contemporary workforce and employment issues and trends
3. Substantial experience in workforce change management, project coordination and human resource management.
4. Highly developed interpersonal, communication and negotiation skills to influence people in the achievement of objectives.
5. Demonstrated ability to establish and maintain networks with a diverse range of people to shape and manage strategy.
6. Highly developed analytical, conceptual and problem solving skills with a proven ability to provide innovative solutions to complex workforce issues.
7. Comprehensive knowledge and a demonstrated understanding of relevant workforce and employment legislation and regulatory frameworks and their impact on employment, people management and service delivery.

Desirable Selection Criteria

1. Tertiary qualifications in a relevant discipline.
2. Knowledge of contemporary workforce and employment practices in a health and/or public sector environment.
3. Knowledge of the legislative and regulatory framework governing the application of merit, equity and probity principles in public sector employment.
4. Experience in the management of quality improvement and risk prevention implementation strategies.

Appointment Factors

- Successful 100 point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity check.

CERTIFICATION

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

Manager/Supervisor	Director/Division Head
NAME:	NAME:
SIGNATURE:	SIGNATURE:
DATE:	DATE: