



**HSS REGISTERED**

**Human Resource Consultant**  
**Health Salaried Officers Agreement: HSO Level G6**  
**Position Number: 110297**  
**Human Resources**  
**South Metropolitan Health Service**

**Reporting Relationships**

Director Human Resources  
 HSO Level: G12  
 Position Number: 114506



Manager Human Resources  
 HSO Level: G10  
 Position Number: 113651



**This Position**



Directly reporting to this position:

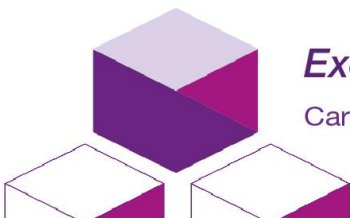
Title	Classification	FTE
• Nil		

← Also reporting to this supervisor:

- Human Resource Consultant, HSO G8, 3.0 FTE
- Human Resource Coordinator HSO G8, 1.0 FTE
- Human Resource Consultant, HSO G6, 6.0 FTE

**Key Responsibilities**

Provides a customer focussed human resource consultancy service to clients at all levels across designated portfolios. Develops and presents education and information seminars for management and staff on human resource management matters.



*Excellent health care, every time*

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

## Brief Summary of Duties (in order of importance)

### 1. Human Resource Management Support and Consultancy

- 1.1 Manages allocated client portfolios to ensure consistent HR Service delivery across the South Metropolitan Health Service.
- 1.2 Provides a consultancy and support service to the Executive, managers and staff on all aspects of Human Resource Management including;
  - Recruitment and Selection
  - Conditions of Employment
  - Performance Management
  - Misconduct and disciplinary matters
  - Bullying and Harassment
  - Conflict and Grievance resolution
  - Industrial Instrument interpretation
  - Change management
  - Establishment and classification
  - Equal employment Opportunity / Diversity
- 1.3 Undertakes disciplinary investigations and drafts reports as required (grievance, misconduct etc.)
- 1.4 Assists with developing responses to breaches of Public Sector / Industrial Regulations legislation.
- 1.5 Assists in facilitating the resolution of internal grievances.
- 1.6 Liaises with unions and employee associations on matters relating to staff and conditions of employment / industrial matters.
- 1.7 Develops and presents training programs and information seminars for management and staff on human resource management matters.
- 1.8 Assists in the development, implementation and evaluation of strategic Human Resource initiatives and programs including benchmarking and quality improvement.
- 1.9 Contributes to the development, implementation and evaluation of human resource standards, policies, procedures and practices.
- 1.10 Undertakes research and projects / initiatives as directed.
- 1.11 Consults and liaises with other health services and external agencies on human resource issues and strategies.

### 2. SMHS Governance, Safety and Quality Requirements

- 2.1 Participates in the maintenance of a safe work environment.
- 2.2 Participates in an annual performance development review.
- 2.3 Supports the delivery of safe patient care and the consumers' experience including 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.
- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### 3. Undertakes other duties as directed.

## Work Related Requirements

### Essential Selection Criteria

1. Experience in the delivery of direct Human Resource management consultancy and support in a multi-disciplinary organisation.
2. Knowledge of; or the ability to quickly gain knowledge and understanding of the legislative and regulatory frameworks governing public sector employment.
3. Excellent organisational and time management skills and abilities.
4. Well-developed written and verbal communication, interpersonal and conflict resolution skills.
5. Ability to think flexibly and use a high level of initiative.
6. Demonstrated research and analytical skills.

### Desirable Selection Criteria

1. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### Appointment Prerequisites

Appointment is subject to:

- Provision of the minimum identity proofing requirements.
- 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.

<b>Denise Ford</b>			<b>19/06/2019</b>	
<b>Manager / Supervisor Name</b>	<b>Signature</b>	<b>or</b>	<b>HE Number</b>	<b>Date</b>
<b>Dept. / Division Head Name</b>	<b>Signature</b>	<b>or</b>	<b>HE Number</b>	<b>Date</b>

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

<b>Occupant Name</b>	<b>Signature</b>	<b>or</b>	<b>HE Number</b>	<b>Date</b>
<b>Effective Date</b> 20/06/2019				

HSS Registration Details (to be completed by HSS)

<b>Created on</b>	<b>Last Updated on</b>	16 July 2019
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