



Senior Human Resource Consultant

Workforce Management

Position number	Generic
Agreement	Public Service and Government Officers CSA General Agreement 2017 (or as replaced)
Classification	Level 6
Reports to	Manager, Workforce Management (Level 8) or Principal Human Resource Consultant (Level 7)
Direct reports	Nil

Context

The Workforce Division comprises Employee Relations, Staff Recruitment and Employment Services, and Workforce Policy and Coordination. The Division is responsible for the provision of a range of human resource functions to Departmental business units and staff at all levels. This includes:

- industrial and employee relations
- workers' compensation, injury management and occupational safety and health
- staffing and employment services
- strategic human resource planning
- strategic human resource policy advice and evaluation.

The Workforce Policy and Coordination Directorate provides strategic leadership, planning and implementation of key Department human resource matters, advice and evaluation of cross-divisional policy and programs, management of professional learning; and develops policy and manages equity and diversity initiatives.

The Workforce Management Branch provides a high level customer centric human resource management (HRM) and development consultancy service. The Branch is outcome focused and a center of knowledge and innovation in HRM practices.

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Key responsibilities

- Provides a comprehensive HRM consultancy service across the Department, orientated to continuous improvement and building capacity.
- Provides expert advice and support services to staff in schools, central and regional services on human resource legislation, policies and procedures and solutions and recommendations on a range of HRM activities.
- Provides support and advice on classification, job design and workforce profiling.
- Provides executive support to the Classification Review Committee.
- Manages, monitors and reports on Senior Executive positions, including preparing contracts, job descriptions and related appointment documentation.
- Develops, updates and quality assures job descriptions and assesses requests for new positions and existing position changes.
- Develops and maintains a range of HRM resources, including online human resource information.
- Coordinates central services restructures and realignments and associated HRM activities.
- Researches, identifies and evaluates emerging human resource issues and trends relevant to the Department's operations.
- Develops and manages implementation of innovative human resource initiatives and projects.
- Contributes to the strategic and operational planning of the branch.
- Prepares responses to Ministerial correspondence, parliamentary questions and general enquiries.
- Develops and delivers HRM professional learning material, particularly for school administrators and corporate services staff.
- Assists schools to develop action plans responding to school compliance review findings and provides ongoing monitoring, support and training to ensure implementation of action plans is effective and timely.
- Maintains contact with relevant external agencies and professional bodies and associations to ensure currency and relevancy of knowledge and practice.
- Represents the Branch on committees and working parties, as required.
- Provides administrative support to the Branch.

Selection criteria

1. Demonstrated well developed knowledge of and experience with the legislative framework and policies that impact on human resource management relevant to the public sector.
2. Demonstrated in-depth knowledge, skills and practice in human resource management including research, planning and presentation skills and capacity to develop and deliver human resource training.
3. Highly developed interpersonal and negotiation skills that demonstrate the ability to provide an effective consultancy service and influence results.
4. Demonstrated highly developed written communication skills in a human resource context.
5. Demonstrated well developed conceptual, analytical and problem solving skills strategically applied to human resource legislation, policies and practice.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy

- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

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

ENDORSED

Date 29 July 2019
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