



HSS REGISTERED

HR Project Officer

Health Salaried Officers Agreement: HSO Level G6

Position Number: 115572

Special Projects

South Metropolitan Health Service

Reporting Relationships

Project Director
HSO Level: G12
Position Number: 115569



HR Project Manager
HSO Level G10
Position Number: 115571



This Position



Directly reporting to this position:

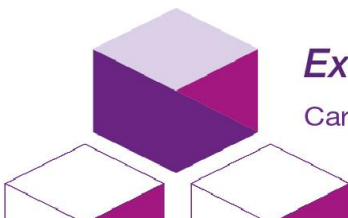
Title	Classification	FTE
• Nil		

Also reporting to this supervisor:

- HR Project Officer, HSO G6, 4 FTE
- HR Administration Officer, HSO G3, 2 FTE

Key Responsibilities

Provides a comprehensive customer focused human resource consultancy service to clients and staff at all levels across the South Metropolitan Health Service (SMHS). Undertakes human resource project work, including; workforce modelling, developing and presenting education and information seminars for management and staff on human resource management matters, and is the first point of contact for consultancy and advisory services on all aspects of HR as they relate to SMHS.



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 projects and portfolios and provides consistent HR service delivery across SMHS, having regard to the operational and strategic needs of the organisation.
- 1.2 Provides direct human resource consultancy services to managers and employees in accordance with the legislative and regulatory frameworks governing public sector employment, applicable industrial instruments, and corporate policies.
- 1.3 Facilitates via advice, consultation and, where necessary, formal assistance to management in the resolution of grievances, discrimination/harassment matters, substandard performance, misconduct and the resolution of workplace disputes.
- 1.4 Participates in the development, implementation and evaluation of human resource standards, policies, procedures and practices.
- 1.5 Liaises with Unions, employee associations and Health Support Services (HSS) on matters relating to staff members as appropriate.
- 1.6 Consults and liaises with other Health Service Providers (HSPs) and external agencies with regard to human resource management matters as required.
- 1.7 Collaborates with colleagues from SMHS Industrial Relations and HR Services to ensure an integrated human resource support service across SMHS.
- 1.8 Develops and presents training programs and information seminars for management and staff on human resource management matters.
- 1.9 Assists in the development, implementation and evaluation of strategic HR initiatives and programs including benchmarking and quality improvements.
- 1.10 Contributes to the implementation and evaluation of strategic HR standards, policies, procedures and practices.
- 1.11 Undertakes research and projects/initiatives as required.
- 1.12 Develops, monitors and maintains relevant registers for workforce reporting.
- 1.13 Provides assistance to managers to ensure accurate position establishment structures and authorised full-time equivalent figures are maintained on the Human Resource Information System (HRIS) database at the administrative unit level.

2. Change Management Support

- 2.1 Provides advice, support and assistance to management on change management processes, including; organisational design, employee consultation, implementation and review.
- 2.2 Assists managers in the job creation process by providing advice and direction on organisational structure and job design issues.
- 2.3 Undertakes a comprehensive HR project support function to ensure the effective implementation of strategic and project deliverables, which includes:
 - Consultation with HSS, other HSPs and external agencies regarding job placements;
 - Provision of high-level assistance and support to SMHS managers to successfully transfer employees in accordance with Public Sector Commission's Employment Standard and WA Health policies and procedures;
 - Provision of case management support to affected employees, including advice regarding entitlements, processes and redeployment obligations;
 - Assistance with site roll-out of communication plans to staff; and
 - Assistance with the administration of skills audits, training needs analyses and subsequent training plans and delivery for successful workforce projects.

3. Project Management

- 3.1 Provides executive and project support as required.
- 3.2 Supports the liaison with senior officers within government and the Health System Manager.
- 3.3 Drafts and prepares ministerial correspondence, reports, submissions, discussion papers and other correspondence as required.
- 3.4 Assists with project planning, project management, delivery and contracting to achieve project outcomes.
- 3.5 Assists with research and analysis of information that informs strategic decision making to achieve government and health system objectives.
- 3.6 Contributes to governance and risk analysis requirements for realignment work, including setting up charters, Terms of Reference and associated activities for executive committees undertaking strategic reviews.
- 3.7 Participates in project committees as required.

4. SMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Participates in an annual performance development review.
- 4.3 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.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Extensive experience in the delivery of direct human resource management consultancy within a complex service organisation or relevant tertiary qualifications and experience in the delivery of direct human resource consultancy within a complex service organisation.
2. Demonstrated change management experience and the ability to operate in a complex and challenging environment.
3. Well-developed communication, interpersonal and negotiation skills with a demonstrated ability to establish effective business partnerships/relationships with clients and customers.
4. Demonstrated knowledge of legislative frameworks and industrial awards/agreements governing public sector employment.
5. Demonstrated ability to work effectively as part of a team and independently with organisational skills demonstrating the ability to plan, prioritise and manage competing demands.
6. Well-developed conceptual, analytical, research and problem solving skills including the ability to develop innovative solutions to a range of issues.

Desirable Selection Criteria

1. Knowledge of the WA Health industry.
2. Experience with change management.
3. 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.

Manager / Supervisor Name	Signature or	HE Number	Date
Dept. / Division Head Name	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
Effective Date			

HSS Registration Details (to be completed by HSS)

Created on January 2019 Last Updated on October 2019