



**Insurance Commission
of Western Australia**

Title	Workforce Services Officer	Classification	Level 4
Number	940511	Group	Corporate Support
Reports to	Workforce Services Manager	Division	Corporate Services
Supervises	0	Branch	Human Resources

Commission Overview

The Insurance Commission of Western Australia (ICWA) is a Government Trading Enterprise that provides Motor Injury Insurance to Western Australian motorists and manages the RiskCover Fund, the self insurance arrangements of the Western Australian Government. The Insurance Commission also invests and manages funds to meet insurance liabilities, and advises Government on insurance.

Our Values

We are committed to a high performance culture which values accountability, professional integrity and respect.

Divisional Overview

The Corporate Services Division is responsible for the effective management, leadership and provision of corporate service functions including financial management, human resources, purchasing and contract management and records management to support the achievement of the Insurance Commission's strategic objectives..

Position Overview

Provides an advisory service to management and employees on all aspects of recruitment, selection, appointment, induction, interpretation of employment conditions and human resource policies and procedures. Executive Officer to the OSH Committee.

Position Responsibilities

- Consults with internal clients to develop and maintain an understanding of key business needs to aid in structuring relevant recruitment processes.
- Provides a comprehensive consultancy and education service to line managers on all aspects of recruitment, selection and appointment activities, OSH in the workplace and induction.

- Coordinates end-to-end recruitment activities, including on-boarding and induction of new employees to ensure compliance with Public Sector and Insurance Commission standards.
 - Contributes to the development of workforce attraction and recruitment plans, strategies and initiatives.
 - Assists with entering and maintaining data for HR reporting.
 - Undertakes or assists with human resource projects as required.
 - Provides advice to employees and line managers on employment conditions.
 - Undertakes the role of Executive Officer for the Insurance Commission's Occupational Safety and Health Committee.
 - Monitors incident/hazard reports and identifies emerging risks/trends.
 - Completes ergonomic assessments as necessary.
 - Supports the delivery of a comprehensive human resource service to supervisors /managers.
 - Contributes to continuous improvement and innovation in all activities, including maximisation of opportunities to harness technology to optimise productivity.
 - Actively works within a supportive team environment that embraces change, innovation and quality customer service.
 - Contributes to the implementation of the:
 - Occupational Safety, Health and Wellbeing Management Plan
 - Human Resource Blueprint.
 - Diversity Action Plan.
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Corporate Responsibilities

- Exhibits accountability, professional integrity and respect consistent with the Insurance Commission's Values and Code of Conduct, and the public sector Code of Ethics.
 - Ensures all correspondence is to a professional standard consistent with the style guide.
 - Performs other duties as directed.
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Work Related Requirements

Capability to:

1. Apply knowledge and understanding of HR processes, policies and procedures to go beyond simply answering a question to help resolve others' problems
 2. Organise work to reflect priorities and achieves outcomes within timelines
 3. Work collaboratively in a team.
 4. Show initiative and a commitment to following up on matters, proactively sourcing information and drawing on available resources to provide quality service delivery.
 5. Manage all aspects of recruitment, selection and appointment processes within public sector framework
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Pre-employment requirements

- A satisfactory National Police Clearance no more than six months old
- 100 point identify check
- Satisfactory evidence of Australian residency status or the right to work in Australia

- Satisfactory evidence of essential qualifications or Professional Memberships (where applicable)
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Award/Agreement

Government Officers (Insurance Commission of Western Australia) Award 1987

Government Officers (Insurance Commission of Western Australia) General Agreement 2017

Certification

Approved by the delegated authority and registered on:

29 March 2019