**Job Description Form**

**Workforce Strategy Consultant**

**Position Details**

**Position Number:**  Generic

**Classification:**  Level 5

**Award / Agreement:**  PSA 1992 / PS CSA GA 2019

**Organisational Unit:** Corporate Operations / Strategic HR

**Location:** Perth Metropolitan Area

**Classification Evaluation Date:** March 2008

**JDF Review Date:** November 2019

**Reporting Relationships**

**This position reports to:**

Principal Strategic HR Consultant, Level 6

**Positions Under Direct Supervision:**

This position has no subordinates

**About the Department**

The Department of Communities’ mandate is fundamentally about providing pathways to individual, family and community wellbeing. The Department’s direction centres on building safe, strong, secure and inclusive communities that empower individuals and families across Western Australia to lead fulfilling lives.

The Department’s functions and services include disability services; child protection and family support; social and affordable housing; youth justice; community initiatives and remote regional services reform.

The Department provides the opportunity to implement client centred services within a single outcome based framework across community services in Western Australia. This framework also provides for a specific focus on delivering integrated, place based services, recognising that community and individual needs vary significantly between metropolitan and regional communities.

The Department promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

Although many aspects of traditional HR are reactionary, our approach is to provide the Department with long-term, prevention focussed solutions.

**Role Statement**

This position supports the delivery of strategic human resource solutions across the Department. These solutions vary in complexity and extend to a variety of projects, requiring the officer to be involved with research, legislative interpretation, analysis and report writing.

The Workforce Strategy Consultant will assist with workforce planning, equity and diversity initiatives and targeted recruitment campaigns.

The position contributes to the development, implementation and evaluation of human resource policy and strategy. Considering the work of the Department and its strategic focus, the role partners with stakeholders to incorporate Divisional needs and shared outcomes.

**Duties and Responsibilities**

**1. Workforce strategy**

1.1 Provides a comprehensive advisory and consultancy service, on a broad range of human resource matters.

1.2 Ensures the planning and provision of services delivered by HR Strategy, are such that they are consistent with the Department’s overall strategic direction.

1.3 Undertakes research and analysis, considering risk and making recommendations to meet organisational needs and resolve problems which may be of a complex nature.

1.5 Contributes to and implements, a range of human resource strategies to achieve identified workforce outcomes.

1.6 Reviews workforce data and trends, to capture information which will validate and/or guide project direction.

**2. Organisational development**

2.1 Supports Business Areas to undertake organisational development, identifying risks and providing advice around the various stages to implementation.

2.2 Works collaboratively within other human resource teams to gather information, deliver on legislative requirements and seek clarity around strategic issues linked to organisational development.

**3. Policy and strategy**

3.1 Reviews and analyses various reports, policies, legislation, strategies and data, to identify opportunities for improvement within the Department via pragmatic recommendations.

3.2 Exercises attention to detail in the preparation of written documentation, including briefing notes, reports, policies and human resource related strategy.

3.3 Understands whole of sector diversity outcomes and exercises an ability to link projects to workforce related outcomes.

3.4 Identifies, consults and negotiates with key stakeholders and provides intelligence to relevant human resource functional areas to improve services delivered to divisions.

3.3 Participates in workgroups, committees, selection panels and other forums as required.

**4. Project management**

4.1 Develops project management plans for a variety of human resource outcomes.

4.2 Consults with stakeholders in the identification and delivery of organisational issues, including the provision of advice (varying in complexity), the setting of project priorities and the delivery of outcomes in partnership with the relevant stakeholders.

4.3 Monitors project milestones against agreed timelines, working with Business Areas and other human resource teams to ensure deliverables are achieved.

4.4 Undertakes special projects under guidance and direction of the Manager.

**5. Other**

5.1 Recognises their role as a positive contributor to the HR Strategy team, responding to the changing needs and expectations of the business, whilst championing future strategic outcomes.

5.2 Maintains a solution focussed, innovative and energetic approach in the delivery of the position.

5.3 Maintains an expert awareness of contemporary and relevant human resource trends and issues.

5.4 Other duties as required.

**Essential work-related requirements (selection criteria)**

1. Well-developed written communication skills, including the ability prepare high level correspondence and articulate complex matters.
2. Demonstrated experience in the delivery of a solution focussed human resource management service, including an understanding of the principles associated with organisational development.
3. Demonstrated research, conceptual and analytical skills, with the ability to develop innovative and creative solutions within a human resources context.
4. Demonstrated project management skills, including an ability to manage multiple and conflicting priorities and deliver on desired outcomes.
5. An understanding of workforce planning principles, including the ability to interpret quantitative and qualitative data for trends and patterns.

**Essential Eligibility Requirements / Special Appointment Requirements**

1. Appointment is subject to a satisfactory National Police Clearance.