

JOB DESCRIPTION FORM

Position Details

Position Title	Workforce Development Officer
Position Number	12370
Classification	Level 4 (PSGOGA)
Division	Corporate Services
Branch	Organisation and People Development
Date Effective	8/06/2010

Reporting Relationships

Supervisor/Manager	Workforce Development Consultant L6
Direct Reports	Nil

Overview of the Position

As a member of the Organisation and People Development Branch the Workforce Development Officer provides HR best practice advice and assistance to staff, and contributes to the effective delivery of organisation and people development functions, particularly through coordinating workforce development activities.

Contributes to the development and implementation of human resource related policies, procedures and guidelines.

Conducts HR research, analysis and reporting, as required.

Mission Statement

Mission

Our mission is to provide a fair and just criminal prosecution service for the people of Western Australia.

Vision

Our vision is to provide the highest quality prosecution service for the people of Western Australia.

Values

We are committed to applying the core values of justice, excellence, accountability, respect, independence, integrity and leadership to achieving our vision.

Culture

We strive to maintain a culture within which the people who make up the ODPP team are valued above all else. Those people are vital to the delivery of a prosecution service of the highest quality. We value a culture in which people treat each other with respect and in which people are provided with optimal training, knowledge and information: so they can perform their particular roles within the whole team to the very best of their ability. Further, we value a culture which provides mentoring, supervision and management of people, so that they are supported in their development and provided with equitable opportunity to achieve their career aspirations at the ODPP. By a culture which values teamwork, respect and support for each other, and which values providing people with the knowledge and opportunity to develop, we will be best placed to achieve excellence in the performance of the functions of the DPP.

About the ODPP's Legal Practice

The ODPP is an agency within the WA Public Sector. It operates independently of the Government and reports to Parliament through the Attorney-General. It is a critical participant in the administration of justice in the State of Western Australia.

The ODPP's core legal practice involves the prosecution of charges of indictable offences in the Supreme and District Court jurisdictions. However, the legal practice extends well beyond those limits.

The practice includes:

- managing the prosecution of indictable offences and appearing at disclosure/committal hearing stage of proceedings at Perth Magistrates Court
 - conducting appellate proceedings on behalf of the State of Western Australia which arise from the prosecution of indictable offences
 - managing the prosecution of indictable offences and appearing at proceedings at the Stirling Gardens Magistrates Court
 - taking proceedings which arise under the Criminal Property Confiscation Act 2000
 - prosecuting charges before the Perth Children's Court and prosecuting indictable offences before the President of the Children's Court elsewhere in Western Australia
 - providing high level assistance to the WA Police Prosecuting Division
 - prosecuting some charges at Magistrates Court
 - considering requests by WA Police to secure the extradition of persons required to answer charges of indictable offences in Western Australia
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Job Description

KEY RESULTS AREA	OUTCOMES
Workforce Development & Management	<ul style="list-style-type: none"> Coordinates the scheduling and management of approved Learning and Development (LD) programs, including, but not limited to: <ul style="list-style-type: none"> identifying and engaging suitable training providers, adhering to contractual, financial and procedural requirements; negotiating with the training provider course content and resources relevant to the business needs and priorities of the Office; identifying ideal training times by analysing the work demand resources (e.g. leave plans and court allocations); booking venues, marketing and advertising training activities, coordinating registrations, finalising participant lists, and arranging catering; setting up and clearing away LD activities in a professional manner; coordinating feedback sheets; developing and implementing LD administrative and procedural tools and processes; updating and maintaining accurate workforce development recording systems (LD budget, LD calendar and training information in the learning management system) in a timely manner; creating and managing LD files; and keeping stakeholders and the Workforce Development team advised of progress and changes.
Reporting	<ul style="list-style-type: none"> Contributes to the monitoring and reporting of the Office's workforce metrics to assist the Office to proactively identify potential problems/opportunities and to continually improve workforce management, as well as complying with internal and external reporting requirements.
Customer Relationships	<ul style="list-style-type: none"> Maintains effective relationships with relevant internal and external stakeholders, such as staff, external providers, and other relevant Government agencies, e.g. the Public Sector Commission and Aurion. Determines customer needs and acts to ensure these needs are met in a timely and responsive manner.
Information and Knowledge Management	<ul style="list-style-type: none"> Ensures relevant information is accurately recorded and is readily accessible to ensure the efficient and effective transfer of information and knowledge in the short and long term.
Continuous Improvement	<ul style="list-style-type: none"> Contributes to and implements continuous improvement strategies within the ODPP.
Team Building	<ul style="list-style-type: none"> Works effectively as a member of a team to achieve specified outcomes.
Workplace Behaviours	<ul style="list-style-type: none"> Demonstrates ethical behaviour in all dealings with colleagues and stakeholders. Complies with the Public Sector Code of Ethics and the ODPP's Code of Conduct. Demonstrates commitment to the core values of the ODPP.

Work Related Requirements

Essential:

COMPETENCY	DESCRIPTION
Communication and Interpersonal Skills	<ul style="list-style-type: none">• Demonstrated ability to liaise with people at various levels, e.g. staff, clients, vendors and managers, in a professional and appropriate manner, in order to market, coordinate and deliver quality products/services to all customers, and answer queries.• Demonstrated ability to prepare correspondence, spreadsheets, emails and other documents on a regular basis.
Planning and Organisational Skills	<ul style="list-style-type: none">• Demonstrated ability to prioritise and organise daily work in order to meet strict deadlines, including establishing and maintaining systems of work designed to accomplish a range of tasks and achieve competing priorities.• Exhibit a professional approach and an ability to coordinate activities of a consistently high standard, as scheduled.
Problem Solving and Initiative	<ul style="list-style-type: none">• Demonstrated ability to analyse information, identify problems, be proactive and use initiative in developing and applying effective solutions, as well as anticipating changes in work demands due to known events in order to minimise or prevent problems and improve customer service.
Information and Knowledge Management	<ul style="list-style-type: none">• Demonstrated ability to accurately record, store and retrieve information related to a work process (e.g. learning activity information) and effectively use the information and knowledge to provide relevant advice and information to others.
Computer Literacy	<ul style="list-style-type: none">• Demonstrated ability to use standard office software products to a highly competent level, e.g. Microsoft Word (e.g. formatting documents, using tables), Microsoft Excel (e.g. formulas, linking data, functions), Microsoft Outlook (e.g. email, calendar, tasks), and the ability to quickly learn new software applications.
Physical Ability	<ul style="list-style-type: none">• Demonstrated ability to carefully and safely lift and/or move equipment and furniture.

Desirable:

COMPETENCY	DESCRIPTION
Knowledge	<ul style="list-style-type: none">• Knowledge of human resource management processes, particularly workforce development matters.

Certification

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

Signature
Director Corporate Services

Date 08/06/2010