



HSS Registered

# Workforce Strategy Consultant

## Health Salaried Officers Agreement: Level G6

Position Number: 111025

Workforce Strategy / Workforce  
East Metropolitan Health Service (EMHS)

### Reporting Relationships

Area Director Workforce  
Award Level: HES Classification A - Corporate  
Position Number: RP603016



Director Workforce Strategy  
Award Level: HSO G11  
Position Number: RP603230



**This Position**



Directly reporting to this position:

Title	Classification	FTE
• Nil		



Also reporting to this supervisor:

- Senior Workforce Strategy Consultant, G8, 1 FTE

### Key Responsibilities

The Workforce Strategy Consultant develops and implements workforce policies and initiatives, in consultation and collaboration with key stakeholders that support the achievement of the EMHS strategic and operational objectives.

## EMHS Vision and Values

### Our Vision

***Healthy people, amazing care.  
Koorda moort, moorditj kwabadak.***

**Healthy people** refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

**Amazing care** reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

### Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

## Brief Summary of Duties (in order of importance)

### 1. Workforce Strategy

- 1.1 Maintain an awareness of contemporary workforce strategies, practices, trends, and issues relevant to the key functions and service delivery of the EMHS.
- 1.2 Undertake research and analysis of contemporary workforce literature, legislation, policies, reports, data, stakeholder feedback, and other relevant information, to inform the development and implementation of workforce policies, procedures, guidelines and other initiatives to support staff thriving at work.
- 1.3 Contribute to the establishment of mechanisms to identify key workforce issues associated with the attraction and retention of staff.
- 1.4 Lead and undertake simple projects relating to a broad range of workforce strategic initiatives, using sound project management principles and skills.
- 1.5 Develop, implement, maintain, and evaluate contemporary workforce policies, procedures, guidelines, and other relevant initiatives, to ensure they are meeting the desired outcomes.
- 1.6 Liaise with relevant internal and external stakeholders, including the Human Resource (HR) Consultants, to develop, implement, evaluate, monitor, and review workforce initiatives that meet stakeholder needs.

### 2. Collaboration and Continuous Improvement

- 2.1 Contribute to the development and implementation of other EMHS initiatives, including provide feedback when requested, participate on working groups and committees, and represent the Workforce Division when applicable.
- 2.2 Develop and maintain relationships with stakeholders, interest groups, and relevant government agencies and other WA Health staff, to develop integrated and practicable workforce strategies.
- 2.3 Monitor workforce performance indicators and risks and identify solutions.
- 2.4 Actively participate in the development and implementation of a coordinated approach to quality improvement throughout the Workforce Division and EMHS.
- 2.5 Maintain the workforce content on the EMHS intranet and internet, ensuring it remains current and meets customers' needs, including initiating review of content, responding to feedback and requests from stakeholders to update content.
- 2.6 Prepare and/or disseminate strategic workforce reports and information to senior management.
- 2.7 Coordinate strategic workforce reporting, including the Workforce Division's content in the Annual Report, and EMHS' human resource reporting requirements in the Public Sector Entity Survey.
- 2.8 Participate in the development, implementation, and evaluation of the Workforce Division's strategic, business and operational plans.

## **3. EMHS Governance, Safety and Quality Requirements**

- 3.1 Participate in the maintenance of a safe work environment.
- 3.2 Actively participate in the Peak Performance program.
- 3.3 Support 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.
- 3.4 Adhere to the performance framework for procurement and contract management and oversee and promote to other staff this process and function in accordance with EMHS Policy and the Delegations and Authorisations Schedule.
- 3.5 Complete mandatory training (including safety and quality training) as relevant to the role.
- 3.6 Perform duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act, and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

## **4. Undertakes other duties as directed.**

## Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

### Essential Selection Criteria

1. Demonstrated contemporary human resource management knowledge and experience in the development, implementation, and evaluation of workforce policies and initiatives that result in a genuine improvement to organisational effectiveness.
2. Demonstrated research, conceptual, and analytical thinking skills, including the ability to develop customer-centred solutions to problems.
3. Demonstrated organisational skills, including an ability to manage multiple and conflicting priorities and deliver on desired outcomes.
4. Well-developed written and verbal communication, interpersonal, and consultation skills, that contribute to engaging and influencing stakeholders and the achievement of desired outcomes.
5. Proficient in the use of Microsoft Office products and an ability to quickly adapt to emerging technology/software.

### Desirable Selection Criteria

1. Knowledge of public sector and health reform issues and how they impact on workforce strategies.
2. Experience in the health sector.
3. Current knowledge and commitment to equal opportunity in all aspects of employment and service delivery

### Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- 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
Michelle Nelson		162561	5 July 2019
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	Last Updated on	December 2019
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