



Human Resource Consultant

Position Details

Position Number: 30000546

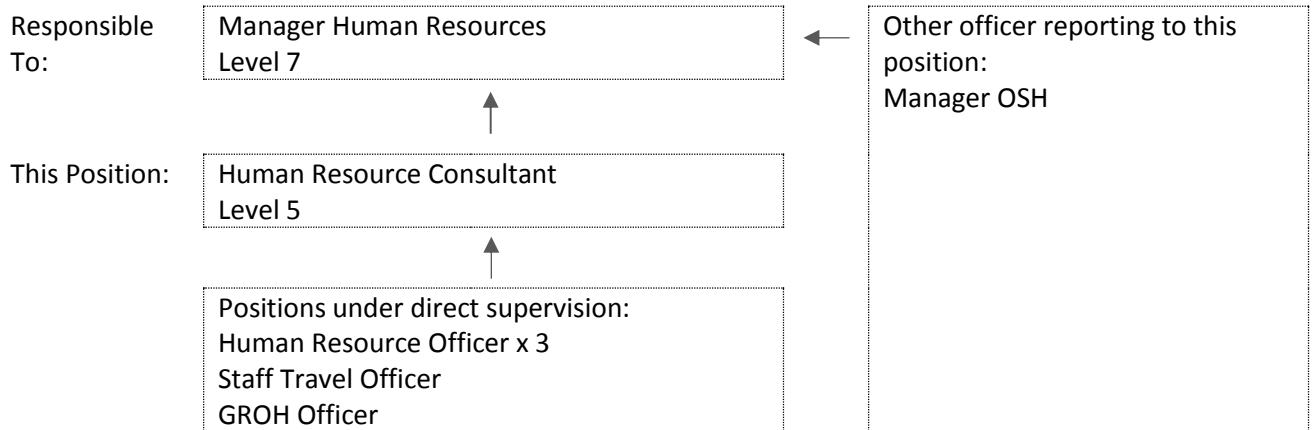
Classification: Level 5

Award/Agreement: Public Service and Government Officers CSA General Agreement 2017

Directorate: Corporate Services

Location: Karratha

Reporting Relationships



Our Purpose

North Regional TAFE (NR TAFE) is the leading regional provider of vocational education and training in Northwest Australia. Our purpose is to build the skills and capacity of the workforce for a sustainable economy and enable resilient communities.

All employees at NR TAFE contribute to the vital role of providing vocational education in rural and regional WA, and job training pathways including to the most vulnerable in the community.

Our Values

We are committed to an inclusive, high performance culture that places the student at the centre of all that we do.

Employees at NRT must observe and demonstrate the NR TAFE Code of Conduct and Public Sector Commission Code of Ethic values and principles in their day to day activities and behaviour.



NRT VALUES
RESPECT and INTEGRITY through
PROFESSIONALISM and TEAMWORK

“Respect and Integrity through Professionalism and Teamwork”



Position Overview

Provides a consultancy and support service to North Regional TAFE on strategic, tactical and operational human resource management issues and participates in the development and administration of human resource policies and procedures.

Position Responsibilities

DESIGNATED AREA CONSULTANCY

Provides a proactive human resources consultancy and advisory service to Management and employees having regard to the organisation's operational needs whilst operating within the legislative and regulatory framework governing public sector employment.

Facilitate via advice, consultation and where necessary formal assistance to management on the resolution of grievances, discrimination/harassment matters, substandard performance, misconduct and the resolution of workplace disputes.

Provides initial advice, assistance and representation on routine industrial relations issues.

Assist Management in the job creation and reclassification process by providing advice and direction.

Provides advice and guidance to Management in relation to performance planning and review.

Participates in the formation, development, implementation and evaluation of the organisation's human resource policies, procedures and practices.

Undertakes Training and Briefings of Management and employees in relation to developments and changes in Human Resource Management.

Participates in Induction presentation and the identification of HR related information as required.

Undertakes relevant HR related Project/Tasks as required.

Performs other duties as directed.

Selection Criteria

Essential Criteria

1. Extensive experience in the delivery of direct human resource management consultancy and support services to business units within a multi-disciplinary service organisation.
 2. Demonstrated change management experience and the ability to operate in a complex and challenging, divergent environment.
 3. Well-developed communication, interpersonal and negotiation skills with an ability to establish business partnership/relationship with clients and customers.
 4. Knowledge and understanding of the legislative and regulatory frameworks governing public sector employment.
 5. Demonstrated conceptual, analytical and problem solving skills.
 6. Knowledge and understanding of continuous quality improvement principles with experience in the practical application of these principles in evaluating customer needs.
 7. Current knowledge and commitment to Equal Opportunity and Occupational Safety and Health in all aspects of employment and service delivery.
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Appointment Factors

Location: North Regional TAFE Campus

Accommodation: Not applicable

Allowances: As per Award.

Travel: Travel to and work at other campuses or sites will be required as the need arises.

Special Conditions

National Police History Check:

All new staff being appointed to North Regional TAFE are required to provide a National Police History Check prior to commencing duty. All applications must be directed to the "Screening Unit" at the Department of Education and Training

Working With Children Check (WWC):

All new staff appointed to North Regional TAFE in "child-related work" are required to provide a WWC Check prior to commencing duty. If you receive a Negative Notice or an Interim Negative Notice you will be deemed to have repudiated your contract and your employment will cease.

Current WA 'C' Class Driver's Licence

All new staff being appointed to North Regional TAFE are required to have a current WA 'C' Class Licence as staff will be required to travel between campuses, from time to time. For staff appointed from outside Western Australia, you must apply for a WA driver's licence within three (3) months of becoming a resident of WA.

Prescribed Legislation and Regulation

As an employee of the Western Australian public sector you have specific obligations to the community of Western Australia and your colleagues. In addition to the prescribed industrial agreement, your employment is governed by the following:

- Public Sector Management Act (1994) and Regulations
- Vocational Education and Training Act (1996)
- Public Sector Code of Ethics
- North Regional TAFE's Code of Conduct
- Equal Opportunity Act (1984)
- Occupational Safety and Health Act (1984)
- Internet Terms and Conditions of Use
- Employee Software and Compliance Statement
- North Regional TAFE policies and procedures

CERTIFICATION

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

Line Manager		Director	
Name:		Name:	
Date:		Date:	