



HSS REGISTERED

HR Senior Project Officer
Health Salaried Officers Agreement: HSO Level G8
Position Number: 115625
Special Projects
South Metropolitan Health Service

Reporting Relationships

Project Director
 HSO Level G12
 Position Number: 115569



HR Project Manager
 HSO Level G10
 Position Number: 115571



This Position



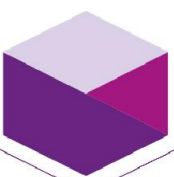
Directly reporting to this position:

Title	Classification	FTE
• Nil		

← Also reporting to this supervisor:
 • HR Project Officer, HSO G6, 2 FTE

Key Responsibilities

Coordinates the provision of a comprehensive customer focused Human Resource (HR) consultancy service to clients and staff at all levels across the South Metropolitan Health Service (SMHS) in workforce transition projects. Provides professional and technical advice on HR management issues, including change management expert advice and guidance, ensuring staff are supported and relevant legislative obligations are met. Undertakes HR project work, including workforce modelling, developing and presenting education and information seminars for management and staff on HR management matters.



Brief Summary of Duties (in order of importance)

1. Human Resource Management Support and Consultancy

- 1.1 Manages allocated projects and portfolios and provides consistent HR service delivery across SMHS, having regard to the operational and strategic needs of the organisation.
- 1.2 Coordinates the provision of a comprehensive customer focused Human Resource (HR) consultancy service to clients and staff at all levels across the South Metropolitan Health Service (SMHS) in workforce transition projects.
- 1.3 Provides direct human resource consultancy services to managers and employees in accordance with the legislative and regulatory frameworks governing public sector employment, applicable industrial instruments, and corporate policies.
- 1.4 Works collaboratively with colleagues from the WA Health Industrial Relations Service, Health Support Services (HSS), Public Sector Commission and SMHS Workforce Services to ensure an integrated HR service and successful implementation of project deliverables.
- 1.5 Liaises with Unions and employee associations on HR management matters as appropriate.
- 1.6 Liaises with Staff Development to ensure training and education is available for employees affected by workforce transition projects.
- 1.7 Develops and presents training programs and information seminars for management and staff on human resource management matters.
- 1.8 Ensures that all delegated Human Resource authorities comply with the Public Sector Standards, Legislative, Department of Health and South Metropolitan Health Service policy and procedure requirements.
- 1.9 Assists in the implementation and evaluation of strategic HR workforce transition projects and programs including benchmarking and quality improvements.
- 1.10 Develops, monitors and maintains relevant registers for workforce reporting.
- 1.11 Provides assistance to managers to ensure accurate position establishment structures and authorised full-time equivalent figures are maintained on the Human Resource Information System (HRIS) database at the administrative unit level.
- 1.12 Assists managers with generalist HR activities, including recruitment and selection.
- 1.13 Promotes a working environment that fosters equity, diversity, learning and continuous improvement within the work team.

2. Change Management Support

- 2.1 Provides professional and technical advice on human resource management issues, including change management expert advice and guidance, ensuring staff are supported and relevant legislative obligations are met, within allocated budget.
- 2.2 Provides advice, support and assistance to management on change management processes, including; organisational design, employee consultation, implementation and review.
- 2.3 Oversees and coordinates the delivery of HR services, initiatives and communication to employees impacted by reform, including transition, communications and change management plans.
- 2.4 Assists managers in the job creation process by providing advice and direction on organisational structure and job design issues.
- 2.5 Oversees transition planning activities, including mapping of skills and qualifications required for service models; coordination of skills audits and training needs analyses, provision of training plans and case management support.

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3. Project Management

- 3.1 Undertakes a HR project support function to ensure the effective implementation of strategic and project deliverables.
- 3.2 Supports the liaison with senior officers within government and the Health System Manager.
- 3.3 Drafts and prepares ministerial correspondence, reports, submissions, discussion papers and other correspondence as required.
- 3.4 Assists with project planning, project management, delivery and contracting to achieve project outcomes.
- 3.5 Monitors and reports on risks, issues and developments that may impact on project outcomes.
- 3.6 Assists with research and analysis of information that informs strategic decision making to achieve government and health system objectives.
- 3.7 Develops evaluation strategies and conducts reviews and assessments of project outcomes.
- 3.8 Develops governance and risk analysis requirements for realignment work, including setting up charters, Terms of Reference and associated activities for executive committees undertaking strategic reviews.
- 3.9 Participates in project committees as required.

4. SMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Participates in an annual performance development review.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Extensive experience in the delivery of direct human resource management consultancy, including change management, at a senior level, within a complex multidisciplinary service organisation.
2. Proven ability to plan and coordinate human resource projects, meet deadlines and manage resources, with minimal direction to achieve agreed project outcomes.
3. Well-developed analytical, conceptual and problem solving skills with a proven ability to develop solutions to a range of complex workforce issues.
4. Strong verbal and written communication and interpersonal skills, with the ability to liaise and negotiate with internal and external stakeholders in the achievement of objectives.
5. Demonstrated organisational skills and initiative, with the ability to be adaptable and innovative in managing competing priorities.
6. Comprehensive knowledge of and well-demonstrated experience in, the practical application of the legislative and regulatory frameworks governing public sector employment including knowledge of WA Health HR and recruitment policies and processes.

Desirable Selection Criteria

1. Experience in the delivery and management of human resource services in a health care setting.
2. Tertiary qualifications in a relevant discipline.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Provision of the minimum identity proofing requirements.
- 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.

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Manager / Supervisor Name Signature or HE Number Date

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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.

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Occupant Name Signature or HE Number Date
Effective Date

HSS Registration Details (to be completed by HSS)

Created on December 2019 **Last Updated on** December 2019