



Job Description Form

Generic **Human Resource Officer** (Diversity & Inclusion)

Talent Diversity and Professional Development

Position details

Classification Level: 5

Award/Agreement: PSA / Public Sector CSA Agreement 2019

Position Status: Permanent

Organisation Unit: Corporate Services, Human Resources Directorate

Physical Location: Perth CBD

Reporting relationships

Responsible to: 014106 Principal Aboriginal Workforce Development Officer –
Level 7

**This position: Generic
Human Resource Officer - Level 5 (Diversity & Inclusion)**

Direct reports: NIL

Overview of the position

The Talent Diversity and Professional Development branch is accountable for delivering workforce management and development strategies according to Departmental strategic direction to enable a motivated and productive workforce. It is the initial point of contact to line managers for service delivery under the accountability of the Human Resources Directorate providing guidance and coaching for the effective management of our people.

The Human Resource Officer is responsible for the development, delivery and monitoring of workforce management strategies and plans aligned with the Department's strategy to ensure the Department has diverse and work-ready staff now and in the future.

The position will determine the numbers of key occupational groups required in the forthcoming year, including location and diversity requirements.

Job description

As part of the Talent Diversity and Professional Development team, the successful applicant will be expected to:

- Work to improve communication and model integrity and respect in all interactions.
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity.
- Operate within the chain of command to coordinate activities required to meet the Department's strategic objectives.
- Work collaboratively to achieve common goals and diversity best practice and facilitate business improvements as appropriate.
- Facilitate cultural and management reforms within the Department through leadership and engagement.
- Represent the Department's interest on Diversity and Inclusion committees and working groups as required.

Role specific responsibilities

- Contributes to the development and delivery of the key Diversity and Inclusion projects to deliver the Department's Diversity and Inclusion Strategy.
- Determines the numbers of key occupational groups required in the forthcoming year, including location and diversity requirements.
- Develops and implements strategies, tools and plans to deliver effective case management and effective internal and external job seeker support.
- Develops, monitors and evaluates key performance indicators.
- Undertakes research and critical analysis of Diversity and Inclusion initiatives and statistical data to support planning, performance management and decision making processes.
- Assists in the establishment and implementation of best practice standards and benchmarks in human resources governance for functions performed by the Branch.
- Contributes towards the development, maintenance, review and promotion of applicable human resources policies and procedures.
- Identifies and implements human resources improvement opportunities.
- Verifies Departmental compliance with human resources processes executed by the Branch.
- Supports organisational change and continuous improvement by actively contributing to achieve the Department's vision, mission and priorities.
- Responds to ministerial and parliamentary questions and cabinet submissions as required.

- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Job related requirements

In the context of the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to: understand the Department's objectives and links to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and the factors that may impact on Diversity and Inclusion work plans and operational goals, draw on information from a range of sources and use judgement to analyse findings, work within agreed guidelines to make decisions and to incorporate outcomes into work plans are important for this role.

Achieve Results

The ability to: assess project and program performance, identify areas of improvement and suggest changes to ensure positive outcomes, demonstrate flexibility and cope with day-to-day changes in priorities, support Diversity and Inclusion projects to completion and a focus on quality in all areas of work are fundamental to this role.

Builds Productive Relationships

The capacity to; network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, consult and share information with the team and seek input from others where necessary, encourage contribution and engagement, recognise different views and to ensure that stakeholders are kept informed as appropriate are requirements for this role.

Exemplifies Personal Integrity and Self-Awareness

A commitment to; adhere to the Code of Conduct in all interactions, maintain a high level of personal commitment to integrity, professionalism, probity and personal development, take responsibility for completion of works within timeframes and takes the initiative to progress work when required. Able to justify own position when challenged. Acknowledge mistakes and learn from them, and seek guidance and advice when required. Engage with risk by providing impartial and clear advice, seeking guidance when required, identifying and/or reporting potential risk issues to supervisor.

Communicates and Influences Effectively

A demonstrated ability to; present messages confidently and persuasively and to actively listen, understand and adapt communication styles to suit a range of audiences, listen to differing views and opinions and develop persuasive counter arguments are requirements for this role.

Special requirements/equipment

Nil

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

<Delegated Authority title>

Signature: _____ Date: _____

HR certification date: _____