



HSS REGISTERED

Director Human Resources

Health Salaried Officers Agreement: Level G-11

Position Number: 602774

Workforce / East Metropolitan Health Service (EMHS)

Reporting Relationships

Chief Executive
East Metropolitan Health Service
Position Number: 602766

Area Director Workforce
HES A
Position Number: 603016

This Position

Directly reporting to this position:

Title	Classification	FTE
HR Co-ordinator	HSO Level G-8	1
HR Consultants	HSO Level G-6	5
Admin Assistant	HSO Level G-3	1

Also reporting to this supervisor:

- Director Industrial Relations, HSO G-12, 1 FTE
- Director Work Health & Safety, HSO G-12, 1 FTE
- Director Workforce Strategy, HSO G-11, 1 FTE
- Director Learning & Development, HSO G-10, 1 FTE
- Manager Integrity & Ethics, HSO G-10, 1 FTE
- Executive Assistant; HSO G-4, 1 FTE

Key Responsibilities

Leads and manages the development and delivery of contemporary operational Human Resource Services within the EMHS, ensuring the provision of a high level customer focused service.

Ensure Human Resource Services are aligned to EMHS workforce strategies and complement other aspects of Workforce Services.

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. Leadership and Management

- 1.1 Leads and manages the operational Human Resource Service (HRS) for the EMHS.
- 1.2 Leads a team that provides high quality operational human resource management advice and support to EMHS clients.
- 1.3 Provides high quality strategic and tactical advice and support to EMHS clients related to complex operational human resource management issues.
- 1.4 Ensures a focus on providing a client centric, efficient, effective and high quality contemporary service delivery, including quality assurance and improvement.
- 1.5 Initiates and participates in the development and implementation of contemporary HR related policies and procedures for application across the EMHS.
- 1.6 Contributes to the development of strategic workforce objectives and related business plans.
- 1.7 As a member of the EMHS Workforce leadership team, contributes to the strategic management, alignment and leadership of workforce services throughout EMHS.
- 1.8 Provides professional development, support, direction and mentoring for the HRS team.
- 1.9 Participates in and leads cross-functional project teams within and external to the EMHS to develop and deliver improved services and systems.
- 1.10 Participates in and leads a continuous process of monitoring, evaluation and development of services and performance.

2. EMHS Governance, Safety and Quality Requirements

- 2.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 2.2 Actively participates in the Peak Performance program.
- 2.3 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.
- 2.4 Adheres to the performance framework for procurement and contract management. Oversees and promotes to other staff this process and function in accordance with EMHS Policy and the Delegations and Authorisations Schedule.
- 2.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.6 Performs 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.

3. 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. Extensive demonstrated experience in the effective delivery and management of human resource management services at a senior level.
2. Highly developed skills and experience in the delivery of industrially sound and legislatively compliant advice and support related to staff disciplinary matters and grievances, and the management of organisational change.
3. Comprehensive understanding of contemporary human resource management issues, trends, and best practice.
4. Highly developed communication (written and verbal), consultation and negotiation skills, a demonstrated ability to influence people in the achievement of objectives and establish internal and external collaborative relationships and networks.
5. Highly developed analytical, conceptual, problem solving and research skills with a proven ability to provide innovative solutions to complex workforce issues.
6. Current knowledge of legislative and regulatory requirements in the areas of Equal Opportunity, Disability Services and Occupational Safety & Health, and how these impact on employment, people management and service delivery.

Desirable Selection Criteria

1. Tertiary qualifications in a relevant discipline
2. Experience in the delivery and management of human resource services in a large hospital/healthcare settings

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	Signature or	HE Number	Date
Steve Gregory		HE48704	
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
	May 2020