



## Principal Consultant Workforce Policy

<b>Position number</b>	00036940
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 7
<b>Reports to</b>	Manager, Workforce Policy (Level 8)
<b>Direct reports</b>	Senior Policy Advisor (Level 6)

### Context

The Workforce Division comprises Employee Relations, Staff Recruitment and Employment Services, and Workforce Policy and Coordination. The Division is responsible for the provision of a range of human resource functions to Departmental business units and staff at all levels. This includes:

- industrial and employee relations
- workers' compensation, injury management and occupational safety and health
- staffing and employment services
- strategic human resource planning
- strategic human resource policy advice and evaluation.

The Workforce Policy and Coordination Directorate provides strategic leadership, planning and implementation of key Department human resource matters, advice and evaluation of cross-divisional policy and programs, management of professional learning; and develops policy and manages equity and diversity initiatives.

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### Key responsibilities

- Lead the development and implementation of strategic workforce policies, programs and initiatives in accordance with the Department's workforce policy reform agenda.
- Coordinate delivery of contemporary workforce policies that support the Department's strategic initiatives, in compliance with statutory requirements.
- Undertake comprehensive research and analysis of data to identify emerging trends and issues on a national and international level that may impact on current workforce practices.
- Build and maintain strategic relationships with key stakeholders and provide representation on internal and external committees and working parties, including professional associations and employee representative groups.

- Plan, review and evaluate workforce policies and related initiatives and liaise with stakeholders to facilitate a process of continuous improvement.
- Coordinate the development and delivery of communication strategies to support the implementation of best practice workforce policies and programs.
- Provide policy advice, support and professional leadership to workforce policy users and Departmental employees.
- Establish risk management strategies to ensure policies and initiatives are effective, meet statutory requirements and advance the core business of the Department.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

### **Selection criteria**

1. Demonstrated experience in providing effective leadership and in managing of a range of complex and diverse workforce policy development, projects and initiatives.
2. Demonstrated highly developed research, conceptual and analytical skills, together with the ability to identify and clarify trends, issues and problems and create solutions to complex workforce policy issues.
3. Demonstrated highly developed communication and interpersonal skills to build effective relationships and networks, including leading teams and working collaboratively with others at all levels and in a range of contexts.
4. Demonstrated high-level written and oral communication skills for a range of specific purposes and audiences, including delivery of professional development.
5. Demonstrated highly developed organisational skills with a proven ability to deliver high quality outcomes on schedule in a demanding environment and under tight timeframes.

### **Eligibility and training requirements**

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

### **Certification**

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

### **ENDORSED**

Date            7 May 2021  
Reference    D21/0194857