



North Metropolitan Health Service  
**Job Description Form**

HSS Registered June 2017

**Human Resource Consultant**  
**Health Salaried Officers Agreement: Level G6**

**Position Number: 000785**

**Human Resources**

**Sir Charles Gairdner Hospital / North Metropolitan Health Service**

**Reporting Relationships**

Director Human Resources, NMHS

Award Level: HSO Level G12

Position Number: 007770



Manager Human Resources, NMHS

Award Level: HSO Level G10

Position Number: 007723



**This Position**



← Also reporting to this supervisor:

- HR Consultants
- Principal HR Consultants
- Administrative Assistant

Directly reporting to this position:

Title	Classification	FTE
NIL		

Other positions under control

- NIL

**Prime Function / Key Responsibilities**

Provides a consultancy and support service to divisions/departments on strategic, tactical and operational human resource management issues and participates in the development and administration of human resource standards and policies.

### Brief Summary of Duties

1. Provide a proactive human resources consultancy and advisory service to an allocated client group of management and employees having regard to the organisation's operational needs and the legislative and regulatory framework governing public sector employment.
  2. Provide advice, support and assistance to management on change management processes - from the design/theoretical, consultation phases through to the implementation and review process.
  3. Facilitate via advice, consultation and, where necessary, formal assistance to management in the resolution of grievances, discrimination/harassment matters, substandard performance, misconduct and the resolution of workplace disputes.
  4. Develop and maintain an awareness of current and emerging issues related to the workforce of the client group, including through the monitoring of relevant management information. Suggest, initiate, lead or participate in appropriate management interventions.
  5. Monitor, evaluate and report on the local employee/industrial relations environment. Provide initial advice, assistance and representation on routine industrial relations issues.
  6. Participate in the formation, development, implementation and evaluation of the organisation's human resource policies, procedures and practices.
  7. Assist managers in the job creation and reclassification process by providing advice and direction on structure and job design issues.
  8. Undertake or participates in training and briefing of management and employees in relation to developments and changes in human resource management. Participate in induction/orientation presentations as required.
  9. Provide advice and guidance to management in relation to employee performance management.
  10. Case manages internal and external redeployment of employees displaced as a result of organisational change or due to organisational operational requirements.
  11. Develop and maintain effective networks and working relationships with clients, Health Support Services (HSS) members, Central agencies and other health industry employing authorities.
  12. Participate in performance management, continuous improvement and quality activities.
- 13. NMHS Governance, Safety and Quality Requirements**
- 13.1 Participates in the maintenance of a safe work environment
  - 13.2 Participates in an annual performance development review
  - 13.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
  - 13.4 Completes mandatory training (including safety and quality training) as relevant to role.
  - 13.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
  - 13.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

**14. Undertakes other duties as directed.**

## **Work Related Requirements**

### **Essential Selection Criteria**

1. Extensive experience or relevant qualifications and demonstrated ability 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, challenging and diverse employment environment.
3. Well-developed communication, interpersonal and negotiation skills with an ability to establish business partnership/relationship with clients and customers.
4. Experience in the formulation, implementation and evaluation of corporate human resource management standards, policies, procedures and education and development strategies and programs.
5. Knowledge and understanding of the legislative and regulatory frameworks governing public sector employment.
6. Demonstrated conceptual, analytical and problem solving skills.
7. Knowledge and understanding of continuous quality improvement principles with experience in the practical application of these principles in evaluating customer needs.

### **Desirable Selection Criteria**

1. Tertiary qualifications in human resource management or related area.
2. Knowledge and understanding of the industrial awards and agreements pertaining to employment in the health industry and/or state public sector.
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.

### **Manager/Supervisor**

Name:  
Signature/HE:  
Date:

### **Dept./Division Head**

Name:  
Signature/HE:  
Date:

### **Position Occupant**

Name:  
Signature/HE:  
Date: