



North Metropolitan Health Service  
**Job Description Form**

HSS Registered October 2017

**Principal Human Resource Consultant**  
**Health Salaried Officers Agreement: Level G8**  
**Position Number: 007803**  
**Human Resources**  
**North Metropolitan Health Service**

**Reporting Relationships**

Director Human Resources, NMHS  
 HSO Level G12  
 Position Number: 007770



Manager Human Resources, NMHS  
 HSO Level G10  
 Position Number: 007723



**This Position**



← Also reporting to this supervisor:

- Various

Directly reporting to this position:			Other positions under control
<b>Title</b>	<b>Classification</b>	<b>FTE</b>	•
Nil			

**Prime Function / Key Responsibilities:**

Provides a strategic and tactical human resource consultancy service to an allocated portfolio within North Metropolitan Health Service (NMHS) including carriage of high-risk and complex matters. Provides leadership and support to other staff within NMHS Human Resources. This position also assists in the achievement of workplace and labour relations reform in accordance with WA Health objectives. Contributes to the development and achievement of operational and strategic outcomes for NMHS Human Resources as a whole.

## **Brief Summary of Duties (in order of importance)**

1. Provides a strategic and tactical consultancy, advisory and representation service to management on complex human resource matters in relation to an allocated portfolio, and assists in the development and implementation of strategies towards dispute resolution.
2. Provides a leadership, support and developmental role to other staff within NMHS Human Resources.
3. Provides direction on matters relating to the correct application and interpretation of industrial agreements, policy and related legislation, in relation to an allocated portfolio.
4. Provides expert advice and leads, develops and implements strategies to manage complex organisational change, human resource matters, dispute avoidance and resolution and related workforce issues.
5. Contributes to the development, implementation and evaluation of human resource management standards, policies and procedures consistent with the legislative and regulatory framework governing public sector employment and site-based and NMHS priorities.
6. Contributes to the development, implementation and evaluation of strategic, business and operational plans.
7. Participates in relevant site-based Executive, Head of Department and management committees.
8. Contributes to the development and achievement of operational and strategic outcomes for NMHS Human Resources as a whole.
9. Assists managers with disciplinary processes including sub-standard performance and misconduct.
10. Liaises with Health Industrial Relations Service (HIRS) on complex human resource matters and misconduct and grievance investigations.
11. Undertakes professional development and maintains appropriate level of knowledge and understanding of contemporary human resource theory and practices, particularly within the allocated portfolio.
12. Initiates and facilitates executive, manager and employee briefing, training and internal and external forums and discussion groups to provide information, raise awareness and/or resolve issues relating to NMHS Human Resources functions and responsibilities.
13. Develops and maintains an effective network and working relationship with relevant internal and external agencies and contacts.
14. Oversees preparation of all documentation in relation to recruitment, appointment, allocation, and separation of all temporary and permanent staff within an allocated portfolio.
15. Perform duties in accordance with the Code of Conduct, the Code of Ethics and relevant Occupational Safety and Health, Disability Services and Equal Opportunity legislation, relevant policies and procedures.
16. **NMHS Governance, Safety and Quality Requirements**
  - 16.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
  - 16.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
  - 16.3 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.
  - 16.4 Completes mandatory training (including safety and quality training) as relevant to role.
  - 16.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
  - 16.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.
17. **Undertakes other duties as directed.**

## Work Related Requirements

### Essential Selection Criteria

1. Demonstrated experience in the delivery of direct human resource consultancy services in a complex, multi-disciplinary organisation.
2. Demonstrated ability to effectively undertake and manage a diverse workload.
3. Excellent written and verbal communication skills.
4. Highly developed interpersonal skills including demonstrated mediation, negotiation and conflict resolution skills.
5. Demonstrated organisational, conceptual, analytical and problem-solving skills.
6. Demonstrated knowledge and experience in the development, implementation and evaluation of corporate policies, standards and procedures.
7. 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. Possession of or progression towards tertiary qualifications in a relevant discipline.
2. Knowledge and understanding of the legislative and regulatory framework which informs human resource services pertaining to the public sector.
3. Previous experience working in human resources within a public health and/or medical services context.

### 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: