



HSS Registered

Human Resource Consultant
Health Salaried Officers Agreement: Level G6
Position Number: 112779
Human Resource Services / Workforce Services
East Metropolitan Health Service (EMHS)

Reporting Relationships

Director Human Resources
 HSO G11
 Position Number: 602744



Senior HR Business Partner
 HSO Level G8
 Position Number: 603432



This Position



Directly reporting to this position:

Title	Classification	FTE
NIL		

Also reporting to this supervisor:

- Human Resource Consultant, Level G6,

Key Responsibilities

Provides a consultancy service to Divisions/Departments on strategic, tactical and operational human resource management issues.

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. Duties

- 1.1 Provides a human resource management consultancy service to management, having regard to the organisations operational needs and within the legislative and regulatory framework, including:
 - 1.1.1 Support to management in the resolution of grievances, discrimination/harassment matters and the resolution of workplace disputes.
 - 1.1.2 Support in the management of disciplinary matters and unsatisfactory performance.
 - 1.1.3 Support and advice in relation to recruitment strategies.
 - 1.1.4 Redeployment case management
 - 1.1.5 Change management
 - 1.1.6 Advice and support to management in relation to organisational design and establishment.
- 1.2 Provides advice and assistance in relation to routine industrial relations issues.
- 1.3 Participates in the review and implementation of human resource policies, procedures and practices.
- 1.4 Undertakes training in relation to human resource management issues and practices, including induction presentations.
- 1.5 Develops and maintains effective network and working relationships with clients, Health Support Services (HSS) members, Central agencies and other health industry employing authorities.

2. EMHS Governance, Safety and Quality Requirements

- 2.1 Participates in the maintenance of a safe work environment.
- 2.2 Actively participates in the Peak Performance program.
- 2.3 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.
- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 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. Substantial experience in the delivery of direct human resource management consultancy services to business units.
2. Sound knowledge and understanding of contemporary human resource management practices.
3. Well-developed written and verbal communication skills.
4. The ability to establish and maintain effective relationships with clients.
5. Demonstrated conceptual, analytical and problem solving skills.
6. 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 Human Resource Management or related area.
2. Knowledge and understanding of the legislative and regulatory frameworks governing public sector employment.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

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
..... 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	November 2021	