



Job Description Form



WHEATBELT

Landscape Photos: Tourism Western Australia

Position Title

Position number: 607008

Human Resources Officer

Regional Overview

The WACHS Wheatbelt region extends from the Turquoise coast to Southern Cross to the Darling Scarp to the regional towns of Wagin and Lake Grace. The Wheatbelt is a region of enormous opportunity, with a close proximity to metropolitan areas, rich diverse cultural heritage and growing development and innovation. Health services currently available to the Wheatbelt community include emergency care and retrieval, acute and sub-acute inpatient care, aged care, mental health and population and community health.

With four integrated district hospitals (Narrogin, Northam, Merredin and Moora), 18 small hospitals and 17 health centres/ nursing posts and clinics, you will find a strong sense of community, exciting lifestyle and career opportunities. WACHS Wheatbelt is a great place to live, work and explore!

About the WA Country Health Service

Our Strategic Priorities



Our Values

Community

We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

Compassion

We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

Quality

We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

Integrity

We bring honesty, collaboration and professionalism to everything that we do.

Equity

We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

Curiosity

We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

Our Vision

To be a global leader in rural and remote healthcare.

Our Mission

To deliver and advance high quality care for country WA communities.

Directorate Overview

The WACHS Wheatbelt Human Resources team contributes to workforce strategy, organisational design and succession planning to foster and engage an inclusive and high performing workforce. We develop and deliver effective workforce practices aligned with organisational objectives and regulatory requirements.

The Workforce team has three (3) portfolios: Occupational Safety and Health Unit, Learning and Development and Human Resources.

Position Details

Position Number:	607008	Registration Date:	11 November 2022
Classification:	HSO Level G4	Location:	Wheatbelt
Award / Agreement:	Health Salaried Officers Agreement		
Organisational Context:	Wheatbelt Human Resources		

Position Overview

This position provides the point of contact for senior managers and Health Support Services in relation to pay and employment service issues. It also provides a Human Resources support service to managers and employees within Wheatbelt region in relation to general employment conditions, whilst providing comprehensive administrative support to the Wheatbelt Human Resources team in supporting the management and operations of the Human Resource Services. It also assists in the development and implementation of Human Resource policies and practices.

The occupant of this position is required to demonstrate a positive commitment to modelling our organisational values, safety and quality improvement and the Code of Conduct in all aspects of their employment. Compliance with all relevant policies, procedures, standards and legislation including Confidentiality and Work Health and Safety policies is mandatory.

Reporting Relationships

Responsible to:

Regional Manager – Human Resources
HSO Level G9
607004



This position:

Human Resources Officer
HSO Level G4
615353



Positions under direct supervision:

Nil

Other positions reporting to this position:

Human Resources Consultants HSO Level G6
Regional Coordinator OSH HSO Level G6
Regional Coordinator L&D HSO Level G6
Administrative Assistant OSH HSO Level G3
Administrative Assistant L&D HSO Level G3



Key Duties/Responsibilities

1. Provide comprehensive administrative support to the Regional Manager - Human Resources and the Wheatbelt Human Resources Team.
2. Maintain the Human Resource Admin RoStar for the Wheatbelt region.
3. Maintains a confidential filing system within Human Resources.
4. Provision of advice and support to Managers in relation to preparing Employment requests, acquires appropriate approval and processes through to Health Support Services (HSS) in accordance with relevant awards.
5. Facilitate relationships between senior managers and Health Support Services (HSS) regarding employment services and payroll.
6. Assist managers in the updating and registration of Job Description Forms and ensure adherence to the Department of Health JDF Guidelines and relevant awards prior to registration.
7. Maintain a database and manages the process for volunteer criminal record screenings within the Wheatbelt.
8. Undertake various compliance audits within the Wheatbelt region.
9. Undertake the role of secretariat for the monthly Human Resource Team meeting, which includes preparing agenda papers, collating and distributing papers for team meetings.
10. Compile and provide statistical reports to the Regional Manager – Human Resources on a range of human resource issues.
11. Conduct and participate in skill development training for managers in Health Support Services (HSS) processes including electronic forms, RoStar and Data Warehouse.
12. Provide executive support to senior managers with submissions to the Classification Establishment Committee and assists the Human Resource Consultant in the preparation of comprehensive assessment reports.
13. Responsible for ensuring training resources & documentation are printed & available for HR training sessions.
14. Carry out research, special projects and other duties as required.



Work Related Requirements

The following criteria are to be read together with the Brief Summary of Duties and considered in the context of the WACHS Values.

Essential

1. Sound working knowledge of Human Resource management procedures and practices and public sector standards.
2. Demonstrated highly developed interpersonal, written and verbal communication skills.
3. Well-developed skills in computer application software including Microsoft Office including Excel and Access.
4. Demonstrated highly developed organisational and time management skills.
5. Ability to work effectively independently and as part of a team.
6. Demonstrated ability to maintain confidentiality.

Desirable

1. Knowledge of WA Health software packages including: RoStar, Data Warehouse and Lattice.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Pre-requisites

Appointment is subject to:

- Provision of the minimum identity proofing requirements
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Health Assessment
- Successful WA Health Integrity Check

**WA Country Health Service
Wheatbelt**

11 November 2022

REGISTERED

