



Job Description Form



GOLDFIELDS

Landscape Photos: Tourism Western Australia

Position Title

Position number: 601341

Regional Manager - Human Resources

Regional Overview

The Goldfields Health Region of the WA Country Health Service covers the Goldfields-Esperance Region of Western Australia. The region is located in the south eastern corner of Western Australia and covers 770,488 km² (including offshore islands). The WA Country Health Service Goldfields consists of two main health campuses located in Kalgoorlie & Esperance, and three smaller hospitals located in Laverton, Leonora and Norseman. The region supports a wide range of industry, including mining, agriculture, aquaculture and tourism. Mining is the predominant sector in the central and northern parts of the region, with a well-established agricultural sector in the south.

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.

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Directorate Overview

This portfolio provides functional HR support to each of the Health Service Units that make up WACHS Goldfields and takes in hospitals in Kalgoorlie, Esperance, Leonora, Laverton and Norseman. The core functions provided on a region wide basis include: human resources, and learning and development.

Our Directorate actively supports and encourages diversity and inclusion across all occupational groups through the development and implementation of initiatives aimed at accessing and improving employment and mentoring opportunities for all people. Our strategies are located at www.wacountry.health.wa.gov.au

Position Details

Position Number:	601341	Registration Date:	May 2023
Classification:	HSO Level G9	Location:	Goldfields
Award / Agreement:	Health Salaried Officers Agreement		
Organisational Context:	Human Resource Services		

Position Overview

The RMHR position is a leadership and management role with accountability for Human Resources/ Industrial Relations (HR/IR) service delivery (including Learning and Development (L&D) within its respective region. The position has responsibility for HR team management, high level HR/IR advice and support across the region, quality assurance, compliance and reporting, and alignment of the regional HR/IR function with WACHS strategic objectives. The RMHR works as a member of the Regional Executive.

Reporting Relationships

Responsible to:

Executive Director - Goldfields
HSO Class 2
601000



This position:

Regional Manager - Human Resources
HSO Level G9
601341



Positions under direct supervision:

601095	Regional L&D Coordinator	HSO G6
601486	L&D Assistant	HSO G2
601904	Human Resources Consultant	HSO G6
616600	Human Resources Consultant	HSO G6
601437	Human Resources Officer	HSO G4
615332	OSH Administration Assistant	HSO G3
601125	Work Health and Safety Consultant	HSO G6

614848 - Director Human Resource Services

Influenced in the areas of HR Strategy and WACHS wide governance and HR service delivery improvement associated with Regional responsibilities



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Key Duties/Responsibilities

1. Provides leadership and management of the HR/IR function across the region and delivers an expert HR/IR consultancy service to managers and staff.
2. Partners with Central Office HR/IR and HRMs in other regions to deliver consistent and high quality HR/IR services across WACHS, aligned with WACHS strategy.
3. Develops and maintains constructive and professional relationships across the region, with Central Office IR/HR, other Regional HRM's, Unions and other HR related external stakeholders to achieve agreed business outcomes.
4. Fosters and develops a competent and responsive team that is able to respond to new and evolving demands.
5. In consultation with the Regional Director and Central Office HR/IR, proactively case manages disciplinary and performance matters.
6. Leads and manages regional L&D, monitoring the use of WACHS learning resources in relation to regional L&D needs and compliance requirements.
7. As a member of the Regional Executive, contributes HR/IR expertise at its meetings and implements HR/IR actions and initiatives arising from the meetings as appropriate.
8. Other duties as required.



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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. Substantial experience in the delivery of Human Resource Management consultancy and support services for a busy operational team.
2. Demonstrated experience leading and developing a team of HR and administrative officers to deliver service across a range of locations.
3. Demonstrated well developed conceptual and analytical skills for critical thinking in HR planning, change management and problem solving.
4. Demonstrated interpersonal and communication skills, including negotiation and conflict resolution, to develop relationships and provide advice across the business; and to develop HR reports and plans.
5. Ability to provide high quality services in a busy operational environment.
6. 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
7. Eligible for or in possession of a current C or C-A Class drivers licence

Desirable

8. Demonstrated sound understanding of legislation, policy and practice pertinent to HR management in the WA Public Sector.

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
- Evidence of a current C or C-A Class driver's licence or other specialised licence class
- Ability to travel within the region as required including overnight stays
- Eligible for / or in possession of a current C or C-A Class drivers licence.

