



Position Title: Principal Rostering Consultant

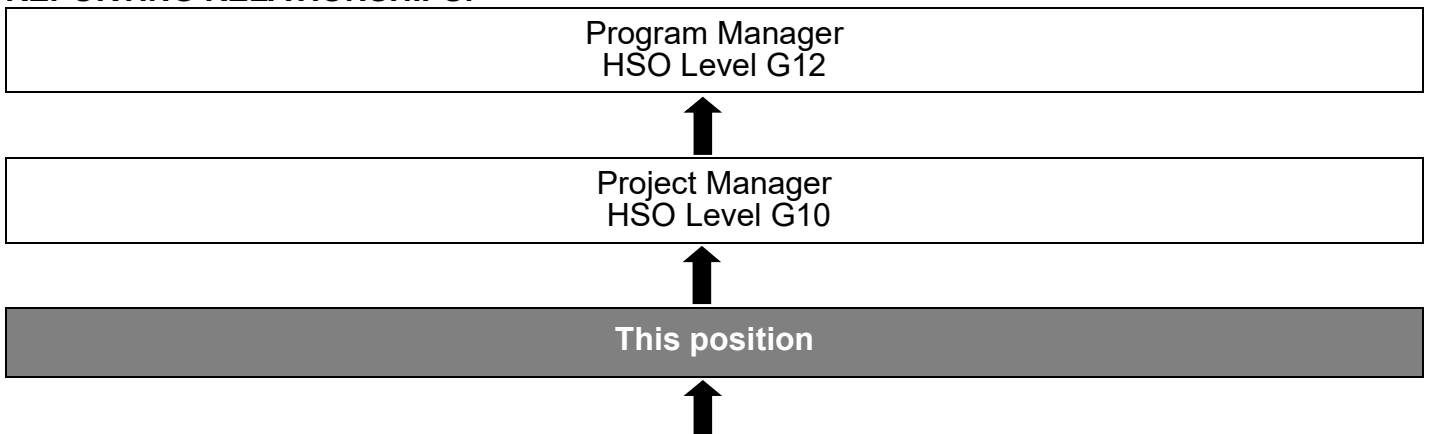
Classification	HSO Level G8
Employment Instrument	Health Salaried Officers Agreement
Organisation	Health Support Services
Business Unit	Program Delivery
Function	Major Programs/Portfolio Delivery
Location	Perth Metropolitan Area

KEY ROLE STATEMENT

As part of the Health Support Services (HSS) Program Delivery Business Unit, the Principal Roster Enabler is responsible for:

- Providing leadership to the rostering enablement team in relation to the development and implementation of the UKG rostering solution, data validation and remediation activities
- Providing subject matter expert advice on rostering activities, processes, and workflows.
- Undertake testing and support user acceptance testing for the new HRMIS Rostering Solution.
- Undertake training and provide support for end users using the rostering solution.

REPORTING RELATIONSHIPS:



Directly reporting to this position:

Title	Classification	FTE
Rostering Consultant	HSO G6	2+

ORGANISATIONAL CONTEXT:

Health Support Services (HSS) is the shared service centre for the WA public health system. We provide a suite of services to more than 55,000 employees across WA's public health services and hospitals. Our services include:

- Information, communication and technology services (ICT)
- Procurement and supply
- Workforce services, including payroll, recruitment and appointment, NurseWest and workforce data
- Financial services
- Delivery of customer-driven programs and projects

Our vision is to provide great services to our customers, be known as a valued partner, and support the health of all Western Australians. We seek to achieve this by delivering on our purpose of supporting our customers to provide excellent health care.

Whether you work in our corporate offices, at our customer sites, or out at our warehouses – collectively, our focus is on providing simple, reliable, responsive and sustainable services.

We are a workforce of over 1,400 innovative, dedicated and enthusiastic people. We embrace diversity and believe that our best services come from a workplace where varied perspectives and experiences are welcomed and encouraged.

We are undergoing a major business transformation to establish HSS as a modern shared services organisation and we're seeking the right people to grow our team.

It is an exciting time in the health sector and a defining period for HSS.

HSS VALUES



We put our customers at the heart of what we do



We value and care for each other



We promise, we own, we do



We will find a way



We make a difference together

Our values guide our behaviours and the way we interact with our customers and each other.

BUSINESS UNIT ROLE:

The Program Delivery Business Unit is responsible for the delivery of the ICT program and project portfolio required to support the WA health system's strategic objectives and maintain the provision of critical ICT infrastructure and applications for the WA health system. This includes the delivery of clinical, integrated care, infrastructure and corporate ICT programs and projects per the defined scope, cost, and schedule, via robust and effective management.

POSITION RESPONSIBILITIES:

HSS Participation (Team):

- Manages and contributes to the well-being and achievements of the team.
- Ensures staff and team members are held accountable for demonstrating the HSS values.
- Sets clear standards for performance, providing support when required and acknowledging individual and team achievements.
- Promotes self-development amongst team members, providing opportunities for further learning.

HSS Participation (Self):

- Maintains a culture of putting customers at the heart of everything we do and demonstrates a constant approach to the organisation, values and behaviours.
- Contributes effectively to business improvement and change management activities.
- Undertakes all duties in accordance with the WA health system's Code of Conduct, WA Public Sector Code of Ethics, Occupational Safety and Health and Equal Employment requirements, and other relevant legislation.
- Proactively contributes to maintaining the HSS Occupational Safety and Health Management (OHS) Framework.
- Takes personal accountability of own performance, and participates in all performance development activities.
- Collaboratively engages with team members, encouraging discussion whilst harnessing different viewpoints creating positive outcomes for key stakeholders.

Role Specific Responsibilities and Key Outcomes:

Leadership:

- Provides leadership to the team, and develops, coaches, and manages others to ensure achievement of key deliverables
- Provides leadership across the team in relation to the development and implementation of the UKG rostering solution, data validation and remediation activities in support of data migration to enable HRplus implementation, and the support and delivery of roster related training and education across HSPs.
- Leads, participates in and/or supports working parties and project teams involved with associated projects.

Rostering Support

- Provide advanced subject matter advice on processes and workflows, in support of HRplus configuration, readiness and deployment activities.
- Engage with hospital service providers (HSPs) rostering professionals to collect rostering data and information in support of roster build and configuration activities in HRplus.
- Perform ongoing testing of HRplus functionality to enable WA Health operational requirements.
- Support activities in preparation for User Acceptance Testing (UAT).
- Perform transition and central coordination activities in preparation for HRplus deployment.
- Support HRMIS Program team members and colleagues to identify solutions that enable HRplus implementation.
- Familiarisation with HRplus workflows, processes, and functionality.

Stakeholder Engagement

- Undertakes research and provides information, recommendations and briefings to relevant stakeholders as required, on matters impacting upon the project's operations and effectiveness.
- Develop and maintain effective relationships and networks with key stakeholder groups both within and external to the WA health system.
- Provide support and expert advice to key stakeholders including regular progress reports on assigned portfolio areas and projects.
- Participates in relevant project control groups and provide accurate and timely reports on progress.
- Maintain a client focus by ensuring that customer needs are met in a professional and timely manner.

SELECTION CRITERIA:

ESSENTIAL CRITERIA:

1. Demonstrated ability to lead teams and promote an effective collaborative working environment.
2. Substantial demonstrated experience creating and managing rosters in a healthcare environment.
3. Highly developed written and verbal communications skills with an ability to liaise, consult and influence effectively with a range of internal and external stakeholders.
4. Highly developed interpersonal skills, including the ability to convey ideas persuasively, develop/foster relationships to achieve identified outcomes.
5. Demonstrated experience in creating and facilitating one-on-one and group training sessions, and one-on-one coaching.
6. Strong conceptual and analytical skills, with a high level of initiative and a proven ability to provide innovative thinking in identifying solutions to complex governance problems.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety & Health, and how these impact on employment and service delivery.

DESIRABLE CRITERIA:

Previous experience working with UKG or similar digital rostering system.

APPOINTMENT FACTORS

Appointment is subject to:

- Completion of 100 point identification check
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Integrity Check
- Pre-Employment Health Assessment

The details contained in this document are an accurate statement of the deliverables and other requirements of the job.

Version control	Description	CRC Approval Date	Registered Date
Vs 1.0	Choose an item.	Click or tap to enter a date.	Click or tap to enter a date.