



Senior Policy Advisor Workforce Policy

Position number	00020572
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 6
Reports to	Manager, Human Resources (Level 7)
Direct reports	Nil

Context

The Workforce Policy and Coordination Directorate provides strategic leadership, planning and implementation of key Department human resource matters, advice and evaluation of cross-divisional policy and programs, management of professional learning; and develops policy and manages equity and diversity initiatives.

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Key responsibilities

- Review, develop and implement evidence-based workforce policies, processes and support materials to support effective workforce management across the Department and to assist school, regional and central office staff.
- Provide high-quality advice to internal and external stakeholders about workforce policy and practice and related issues that impact on the Department.
- Monitor, identify and analyse human resource issues and political and legislative developments that impact on workforce policies and practices.
- Undertake research related to workforce issues and trends.
- Consult and negotiate with other Departmental staff on matters related to workforce policy and projects.
- Provide advice and support to Departmental staff on workforce policy issues.
- Contribute to Departmental committees and working parties on related matters.

Selection criteria

1. Demonstrated highly developed conceptual and analytical skills in the context of complex workforce practice, policy development and review and research.
2. Demonstrated highly developed policy project management skills and experience in a range of complex and diverse workforce projects and activities.

3. Demonstrated substantial knowledge and understanding of contemporary human resource policy, legislative and regulatory frameworks governing public sector employment, including equal opportunity and diversity.
4. Demonstrated highly developed oral and interpersonal communication skills, including the ability to effectively collaborate, consult and negotiate with individuals at all levels and provide effective and timely strategic policy advice to line managers.
5. Demonstrated highly developed written communication skills, including extensive experience in the preparation of policies, procedures and support materials.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

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

ENDORSED

Date 21 May 2020
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