



## Senior Human Resource Consultant

### Workforce Management

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 6
<b>Reports to</b>	Manager, Workforce Management (Level 8) or Principal Human Resource Consultant (Level 7)
<b>Direct reports</b>	Nil

#### Context

The Workforce Division comprises Employee Relations, Staff Recruitment and Employment Services, and Workforce Policy and Coordination. The Division is responsible for the provision of a range of human resource functions to Departmental business units and staff at all levels. This includes:

- industrial and employee relations
- workers' compensation, injury management and occupational safety and health
- staffing and employment services
- strategic human resource planning
- strategic human resource policy advice and evaluation.

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.

The Workforce Management Branch provides a high level customer centric human resource management (HRM) and development consultancy service. The Branch is outcome focused and a center of knowledge and innovation in HRM practices.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

## Key responsibilities

- Provide a comprehensive HRM consultancy service to staff in schools, central and regional services on human resource legislation, policies and procedures.
- Provide expert advice, solutions and recommendations to line managers and Department staff on classification, job design and organisational design.
- Provide expert consultancy and executive support to the Classification Review Committee.
- Manage on Senior Executive positions, including preparing contracts, job descriptions and related appointment documentation.
- Develop, update and quality assure job descriptions and assess requests for new positions and existing position changes.
- Develop and maintain a range of HRM resources, including online human resource information.
- Coordinate central services systems realignment for minor and major structure changes.
- Research, identify and evaluate emerging human resource issues and trends relevant to the Department's operations.
- Develop and manage implementation of innovative human resource initiatives and projects.
- Contribute to the strategic and operational planning of the branch.
- Prepare responses to Ministerial correspondence, parliamentary questions and general enquiries.
- Develop and deliver HRM professional learning material, particularly for school administrators and corporate services staff, as required.
- Assist schools to develop action plans responding to school compliance review findings.
- Build working relationships with external agencies and professional bodies and associations to ensure currency and relevancy of knowledge and practice.
- Represent the Branch on committees and working parties, as required.
- Provide administrative support to the Branch.

## Selection criteria

1. Demonstrated well developed knowledge of and experience with the legislative and policy frameworks that impact on human resource management in to the public sector.
2. Demonstrated in-depth knowledge, skills and practice in human resource management including research, planning and presentation skills.
3. Demonstrated highly developed interpersonal and negotiation skills with a proven ability to provide an effective consultancy service and influence results.
4. Demonstrated highly developed written communication skills in a human resource context.
5. Demonstrated well developed conceptual, analytical and problem solving skills strategically applied to human resource legislation, policies and practice.

## Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- complete the Department's induction program within 3 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 6 months of appointment and every 3 years thereafter

- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

### **Certification**

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

### **ENDORSED**

Date            5 September 2024  
Reference    D24/0650559