



Principal Human Resource Consultant Workforce Management

Position number	00040098
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 7
Reports to	Manager Workforce Management (Level 8)
Direct reports	Senior Human Resource Consultant (Level 6)

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 is responsible for building human resource management (HRM) capacity in the workforce. Activities include:

- providing broad-spectrum HRM consultancy, including advice on compliance and audit matters
- developing support resources, including web-based information
- researching best practice and delivering HRM projects
- developing and delivering professional learning
- managing senior executive positions and contracts
- delivering organizational design, including coordinating restructures and job classification services.

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Key responsibilities

- Manage and lead the delivery of a comprehensive human resource consultancy service to schools, central and regional services on human resource management, governance and practice.
- Liaise with senior officers within central and regional services and schools to provide reactive and proactive improvements and intervention measures to address operational and strategic human resource management risks.
- Promote a culture supportive of innovation and continuous process improvement, including identifying where system change, support and capacity building in schools is required and addressing identified internal and external compliance needs.
- Manage and coordinate the delivery of systematic professional learning programs across a range of human resource management activities to school leaders, including aspirants, school support staff and other human resource practitioners.
- Manage and quality assure operational human resources activities and support services to schools, central and regional offices, including the ongoing development and implementation of workforce resources and online materials.
- Manage and lead staff members within the Workforce Management team in the development and achievement of directorate goals.
- Develop and implement a comprehensive team management plan to develop staff and share knowledge and experience to ensure the efficient and effective delivery of high quality consultancy services to central and regional services, schools and external stakeholders.
- Research and develop best practice processes to support delegated human resource management across the Department.
- Provide support to the Manager with the development and review of system-wide workforce strategies and guidelines, and the negotiation of high level issues with Department Executive.
- Manage and communicate dissemination of school's HRM information to stakeholders.
- Prepare correspondence, reports, submissions and policy briefings for the Director, Workforce Policy and Coordination, Executive Director Workforce, the Director General and the Minister.
- Establish and maintain collaborative working relationships and effective communication networks with internal and external stakeholders.
- Represent the Directorate and Branch on committees, reference groups and project teams, including the Classification Review Committee.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

Selection criteria

1. Demonstrated capacity in providing a consultancy service and managing a range of complex and diverse human resource projects and activities.
2. Demonstrated high-level interpersonal and communication skills to facilitate productive consultation, negotiation and teamwork with school, regional and central services-based management on complex HR issues.
3. Demonstrated extensive knowledge of human resources policy, procedures and practices within the public sector legislative framework and an understanding of the application of these within a large decentralized and complex organisation.
4. Demonstrated high-level of conceptual, analytical and research skills with the ability to develop strategic options and apply strategic thinking to achieve outcomes in the context of complex human resource policy and practice.
5. Demonstrated highly developed leadership and management skills in motivating and developing staff.

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 25 November 2019
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