

## JOB DESCRIPTION

### Consultant Capability & Culture

<b>Level:</b>	Level 5
<b>Position Number:</b>	40000033
<b>Location:</b>	Geraldton, Kalgoorlie or Northam
<b>FTE:</b>	1.0
<b>Division:</b>	Capability, People and Culture
<b>Branch:</b>	People and Culture
<b>Agreement:</b>	Public Sector CSA Agreement 2024 (and subsequent agreement/s)
<b>Award:</b>	Government Officers' Salaries Allowances and Conditions Award 1989

### ABOUT THIS POSITION

The Consultant Capability & Culture provides consultancy and advisory services to managers and staff of the College to meet legislative and compliance requirements within Human Resources, with a particular focus on organisational development, health and wellbeing, performance management and development, and equity and diversity.

Assists the Manager People & Culture and Principal Consultant Capability & Culture to promote a high performing workforce and positive workplace culture, as well as improvement and implementation of a range of human resource programs, policies and processes across the College.

### POSITION'S RELATIONSHIPS

#### THIS POSITION REPORTS TO:

Principal Consultant Capability & Culture

Geraldton Level 6

#### OTHER POSITIONS REPORTING TO ABOVE POSITION:

Nil

#### OFFICERS UNDER DIRECT RESPONSIBILITY:

Nil

## OUR VALUES

### INTEGRITY

We are genuine, honest, and apply high ethical standards.

### RESPECT

We treat everyone fairly, valuing the difference between people, taking their preferences into consideration, and acknowledging the rights of others.



### COLLABORATION

We work together as a team and communicate openly and honestly with each other. When one does well, we all do well.

### INNOVATION

We have a 'can do attitude' and seek solutions that are imaginative, championing flexible thinking and approaches.

### COURAGE

We respond to challenges, take appropriate risk and accept responsibility for our actions. We are resilient and positive and show trust in each other.

## KEY ROLE INFORMATION

### KEY RESPONSIBILITIES OF THE POSITION:

- Works collaboratively with College managers and staff to provide a high quality and responsive service in relation to employee matters including substandard performance and performance development, disciplinary matters, employment legislation, organisational development, health and wellbeing, and equity and diversity.
- Promotes ethical and principled HR practices, maintaining the highest level of integrity throughout all HR operations, ensuring the College's adherence to all employment laws and regulations.
- Ensures all staff members are made aware of their accountabilities under the Staff Code of Conduct and provides relevant training and education.
- Coordinates the College's employee complaints and grievance resolution system.
- Liaises with subject matter experts, including DTWD Labour Relations and the Public Sector Commission, on an as needed basis, to seek further advice and clarification when required.
- Develops and implements workforce wellness initiatives including the College's Employee Assistance Program, in conjunction with WHS.

- Assists the Manager People & Culture and Principal Consultant Capability & Consultant with the development and operationalisation of the Human Resource Workforce Plan and performance development framework.
- Coordinates and monitors College compliance training for staff, including induction programs, facilitating and delivering training and awareness raising sessions when required.
- Assesses, promotes and monitors appropriate training courses and coordinates external training providers, to implement and administer the College's corporate training initiatives.
- Maintains the Training and Development reporting framework including currency of qualifications and record keeping.
- Supports the operation and maintenance of the College's learning management system.
- Drives HR innovation by staying current with industry trends and introducing creative approaches to HR strategies and projects.
- Supports the Coordinator Human Resources and operations of the HR team when required.
- Participates in relevant committees, working groups and other forums.

## SELECTION CRITERIA

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The selection process includes assessing applications against the responsibilities, and the role specific requirements of the position, within the context Leading Others and the ability to demonstrate and apply the expected leadership behaviours.

### ESSENTIAL:

- Demonstrated knowledge of, and experience in, the interpretation and application of legislation, awards, regulations, agreements, policies and procedures, with the ability to provide guidance and support to relevant stakeholders in a broad range of human resource contexts.
- Excellent interpersonal, negotiation, written and verbal communication skills with a proven ability to collaborate effectively with stakeholders at all levels of an organisation to identify needs and co-create innovative solutions.
- Demonstrated ability to research, analyse and interpret information, and apply innovative thinking to problem-solving and continuous improvement within the workplace.
- Demonstrated experience in working in a fast-paced human resource environment with the ability to manage conflicting priorities and deadlines to deliver outcomes and meet expectations.
- Demonstrated ability to maintain a high level of integrity in all operations and to effectively manage compliance within an organisation.

### DESIRABLE:

- Tertiary qualification in Human Resources or relevant field.

## OTHER REQUIREMENTS

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- May be required to work from any College campus.
- Possession of a C or C-A Class Driver's Licence.
- A successful criminal record screening clearance (Nationally Coordinated Criminal History Check – Department of Education).

## CERTIFICATION

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



Joanne Payne  
Managing Director

24 January 2025

## LEADERSHIP CONTEXT

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

THE LEADERSHIP CONTEXT FOR THIS ROLE IS: LEADING OTHERS.

Leadership Expectations provide a clear understanding of expected leadership behaviours for all public sector employees in different contexts. The expected behaviours (see below) should be demonstrated in the context of Leading Others for this position.

<b>Lead collectively</b>	You work proactively to create shared thinking and understanding across your team. You accept responsibility for contributing to the collective strategy of the College and adopt a perspective that embraces all those you lead.
<b>Think through complexity</b>	You think critically and strategically to solve problems and enhance effectiveness across your team.
<b>Dynamically sense the environment</b>	You adapt your approach to changes in the work environment that affect or may impact the ability of your team or work group to deliver outcomes. You seek to understand the root cause of problems by investigating multiple sources of information.
<b>Deliver on high leverage areas</b>	You identify and understand the competing priorities of your work area, prioritising essential tasks and making adjustments as appropriate. You assign tasks and delegate appropriately
<b>Build capability</b>	You contribute to the development of those in your team or work area by understanding their current capabilities and striving to develop them further.
<b>Embody the spirit of public service</b>	You ensure your work practices and those of your team or work area are in accordance with the policies and procedures of the College. You lead by example, promoting and role modelling behaviours and respect for others in all aspects of your work.
<b>Lead adaptively</b>	You are continually learning and adapting your personal style and approach to be effective in the changing work environment.

The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters, and community. We pay our respects to all members of the Aboriginal communities and their cultures, and to Elders both past and present.