

Senior Policy Project Officer, Equity and Diversity

Workforce Policy and Coordination

Position number	00019983
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 6
Reports to	Principal Consultant, Equity and Diversity (Level 7)
Direct reports	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. These include:

- 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 and planning to develop the Department's current and future workforce. We conceive and implement strategies and plans to engage and develop a workforce that:

- is equitable and diverse
- is representative of the Western Australian community
- has their health and wellbeing catered for.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Provide advice on legislative and policy developments that impact on the Department's workforce within the context of equity and diversity.

- Contribute to the design, development and review of policies, processes and systems to support equity and diversity management across the Department.
- Assist in the development, implementation and reporting of initiatives relating to the Equity and Diversity Management Plan (the Plan) of the Department of Education.
- Identify, establish and analyse measures that will contribute to securing the desired outcomes of the Plan.
- Develop positive collaborative partnerships with internal and external stakeholders related to planning, initiatives and issues for equity and diversity.
- Research, develop, plan, monitor and evaluate programs to achieve the Plan's objectives.
- Facilitate and present workshops for the equity and diversity deliverables and be responsible for documenting and evaluating the results.
- Provide advice on equity and diversity issues as required.

Selection criteria

1. Demonstrated high-level conceptual and analytical skills in the context of complex human resource practice and policy development and review.
2. Demonstrated sound project management experience and expertise across a range of workforce activities.
3. Demonstrated high level written and verbal communication and interpersonal skills, including the ability to consult and negotiate with stakeholders and individuals at all levels.
4. Demonstrated ability to work in a team environment and contribute effectively to team objectives.
5. Demonstrated knowledge of equity, diversity and inclusion legislation and principles and the ability to incorporate them into human resource policies and practices.

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 3 April 2025
Reference D25/0315718