

JOB DESCRIPTION FORM

JOB TITLE: Human Resource Consultant		POSITION NUMBER 14914	CLASSIFICATION: Level 4
AWARD Public Service Award 1992 / PS CSA Agreement 2024	EMPLOYMENT TYPE Permanent Full time		
DIRECTORATE Corporate Services	TEAM Human Resources		
POSITION REPORTS TO Manager Human Resources	POSITIONS REPORTING TO THIS POSITION Nil		
PURPOSE OF POSITION+ Provides a customer focused consultancy and advisory service to deliver a range of human Resource activities prioritising recruitment, selection, establishment and other HR projects for the Art Gallery of Western Australia.			
CONTEXT The Art Gallery of Western Australia develops and maintains the best public art collection in the State and the world's pre-eminent collection of Western Australian art. Our purpose is to preserve, interpret, display and acquire historic and contemporary visual arts. Through our collections, programs and events, we offer visitors exciting encounters with Western Australia art, Australian Indigenous art and the art of the world. The Art Gallery of Western Australia has an established national and international reputation and brings major world exhibitions to Western Australia and takes Western Australian initiated exhibitions to the world. The Art Gallery of WA is a Statutory Authority within the Department of Local Government, Sport and Cultural Industries. The Department facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.			

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STATEMENT OF DUTIES Coordinates activities relating to filling of vacancies, recruitment and selection processes and onboarding. Undertakes quality assurance of recruitment activities, provides administrative services to panels and prepares documentation including advertising material, letters and employee contracts. Provides advice on complex recruitment matters and discusses filling a vacancy option with hiring managers, ensuring compliance with WA Public Sector standards, promoting diversity, and providing flexible and contemporary solutions that consider business needs. Undertakes standard classification and establishment activities including Job Description Form (JDF) assessments and updates. Undertakes projects, research-based activities, and review of policy, procedure and business processes that contribute to business improvement, system enhancements and the achievement of operational and corporate objectives Keeps abreast of innovative human resource trends/issues and new developments. Participates in internal forums including working groups, committees and selection panels. Administrative tasks including obtaining redeployment clearance for vacant positions, posting of job advertisements and the preparation of employment contracts, establishment. Provides consultancy advice to staff on employment conditions, policies, and procedures. Provides reports for HR	Compliance and Legislative Knowledge • Comply with Art Galleries Code of Conduct, policies and procedures and relevant appropriate legislation. • Meet Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position. • Maintain current knowledge of all developments and changes in legislative requirements that apply to the state government sector.
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Reviews recruitment and selection processes to ensure compliance with public sector standards, EEO principles and government policies. Assists with on boarding and induction of new staff. Prepares and processes new staff members to ensure the accurate and timely payment of staff. Assists with the maintenance of staff records. Supports the implementation of HR projects as required. Other duties as required with respect to the skills, knowledge and abilities of the employee.		

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WORK RELATED REQUIREMENTS (SELECTION CRITERIA) Essential 1.Role Specific: Demonstrated capacity (knowledge, skills and experience) to competently undertake Human Resources, recruitment, establishment and various Human resources activities associates with Human resource service delivery. 2. Builds Productive Relationships Sound communication skills and interpersonal skills to develop and maintain productive relationships with a wide variety of stakeholders. 3. Achieves Results Exhibits a strong customer service ethic and sound organisational skills with the ability to see tasks through to their completion and meet deadlines. 4. Communicates and Influences Effectively Ability to analyse and develop solutions that are compliant and innovative. Ability to work as part of a small team. 5. Acts with Integrity and Confidentiality Ability to demonstrate public service professionalism by performing duties of the role in accordance with departmental and team objectives, obtaining feedback and guidance from manager where required.	KEY RELATIONSHIPS / INTERACTIONS 1. All AGWA Employees
	SPECIAL CONDITIONS 1. 'Australian Permanent Residency' status is a minimum requirement for permanent appointment to the WA Public Sector. However, for appointment on a fixed term contract or casual basis, applicants only require a valid Work Visa for the duration of the entire advertised term. Please enter any additional special conditions. 2. Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement (within the last 6 months). 3. Complete induction within three months of commencement. 4. Complete Accountable and Ethical Decision Making Training within 6 months

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Desirable Knowledge and experience in the use of RAMS, Ascender, or a similar HRMIS.	LOCATION Perth Cultural Centre
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Manager Signature: **Date:** / / **Employee Signature:** **Date:** / /

