

Job Description Form

Senior Human Resource Consultant

Position Number: 16405	Classification Level: Level 5
Directorate: Corporate Services	Agreement: Public Sector CSA Agreement 2024
This Position Reports To: Manager People & Culture – 13681 – Level 7	
Positions Reporting to this Position: Level 4, Human Resources Consultant x 2	

OUR VALUES AND BEHAVIOURS

Your work habits and behaviour contribute to a harmonious, safe and productive work environment. Behaviours of State Library staff align with our values:

Community Focused	Provide high quality services based on community need.
Responsive	Make informed, timely decisions and communicate them clearly.
Respectful	Value others and respect their differences.
Accountable	Hold ourselves to account for the work we do.
Innovative	Strive for excellence by being open to new ideas and embrace opportunities for improvement.

OUR CORPORATE RESPONSIBILITIES

Model, promote and demonstrate a genuine commitment to the State Library's organisational values.
Adhere to the Public Sector Code of Ethics and Library Code of Conduct.
Act safely and in accordance with the State Library's Occupational Health and Safety Policy and Procedures.

ROLE OF DIRECTORATE

Corporate Services supports the organisation in the areas of financial management and budget planning, people and culture services, record management and risk management. The team is also responsible for the management and coordination of the Alexander Library and its facilities for the use of the Western Australian community. Some information and communication technology services and human resources services, building maintenance services, payroll and financial processing are provided in collaboration with the Department of Local Government, Sport and Cultural Industries.

ABOUT THE ROLE

The Senior HR Consultant oversees and manages the recruitment and establishment workload, assists in implementing HR related projects and programs, and provides consultancy and advisory support as requested by the Manager People and Culture on a range of human resources and employee relations matters including the application and interpretation of industrial awards, agreements, policies, and related legislation.

This role also supports the Manager People and Culture by providing advice and direction to facilitate the resolution of workplace matters, including industrial relations, performance management and discipline, Equal opportunity, grievance resolution and redeployment, in line with SLWA policies and procedure and relevant standards and legislation.

KEY RESPONSIBILITIES OF THIS POSITION

Role Specific Responsibilities:

1. Manages the progress of recruitment and establishment activities as undertaken by the team to ensure timely progress.
2. Provides and advocates a knowledge-based approach to the delivery of a consultancy and advisory service through support, guidance and empowerment to direct report in their areas of specialty.
3. Provides coaching, guidance, direction, support and reporting regarding sensitive and complex people issues, including, but not limited to:
 - Case management of performance, discipline, absenteeism/attendance and grievance matters ensuring a proactive solution focused approach is adopted to achieve a resolution.
 - Implications of industrial relations issues, interpretation of Awards and Agreements, policies and related legislation.
 - Job design and classification including coordinating the establishment and classification process and reviewing and providing specialist input into classification assessment reports.

- Provision of advice on workforce management, recruitment, selection and appointment and learning management ensuring value added advice on contemporary practices to attract, select and retain the most suitable candidates.
4. Participates in the development and delivery of human resource projects and initiatives.
 5. Develops, implements and evaluates human resource policies, practices and systems which are consistent with corporate policy, compliant with legislative requirements and reflective of contemporary human resource practices.
 6. Assists in identifying strategies and projects that will achieve Business Plan and Workforce Plan initiatives.
 7. Prepares papers and reports for management and Executive utilising sound research and analytical skills to understand issues and provide appropriate information for effective decision making.
 8. Proactively develops and maintains productive working relationships with internal and external stakeholders, engaging in two-way communication and responding appropriately to their needs to foster trust and build strong partnerships
 9. Advocates employee compliance with Human Resource standards, policies and relevant legislation.
 10. Advocates a positive and accountable work environment which promotes employment equality and encourages diversity.
 11. Assists with the implementation of change management strategies required to achieve corporate objectives.
 12. Takes care to protect their own safety and health at work, and that of others by co-operating with all State Library policies and procedures and complying with all applicable work health and safety laws.
 13. Performs other duties as required.

ESSENTIAL WORK-RELATED REQUIREMENTS

Applicants should be able to demonstrate their capability to meet the criteria below, which should be read in conjunction with the specific responsibilities of this position:

Essential:

1. Role Specific

- Demonstrated experience in providing a customer-focused and broad human resources consultancy and advisory service including recruitment selection and appointment, establishment management, industrial relations and management of workplace issues and the development and delivery of a range of human resource projects and initiatives.

2. Shape and Manage Strategy

- Understands strategic objectives, trends and factors that may influence work plans.
- Draws on information from a range of sources.
- Analyses and works within agreed guidelines to make decisions and incorporates outcomes into work plans.

3. Achieve Results

- Leads and manages the team to effectively deliver on operation services (recruitment, selection, position classification, reporting).
- Evaluates performance to identify need for change.
- Demonstrates flexibility with changes in priorities and focuses on quality whilst seeing tasks and projects through to completion.

4. Builds Productive Relationships

- Builds and maintains relationships with stakeholders, team members and colleagues
- Consults and shares information
- Values individual differences and diversity and takes responsibility for delivering high quality customer focussed services.

5. Communicates and influences effectively

- Communicates and influences effectively both orally and in writing, presenting messages confidently, listening to differing ideas and presenting persuasive counter arguments in negotiations.

6. Exemplifies personal integrity and self-awareness

- Exemplifies personal integrity and self-awareness by adhering to the State Library of Western Australia's Code of conduct
- Takes responsibility for mistakes
- Takes initiative to progress and complete work and reflects on own behaviours.

Desirable:

1. Working knowledge of WA Public Sector policies, processes, legislation, awards and agreements.
2. Tertiary qualification in Human Resources, Commerce or Business or significant progress towards attaining a qualification.

APPOINTMENT PRE-REQUISITES

Appointment to this position is conditional on:

1. Right to Work in Australia
2. Successful Criminal Record Screening Clearance

SPECIAL CONDITIONS

Special conditions of this position:

Not applicable.

CERTIFICATION

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

Position Title: Director Corporate Services	Name: Pauline Vukojevic	Date: 10/04/25
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REGISTERED

State Library of Western Australia

INITIALS: OB DATE: 10/04/2025