

Role Description

Senior Human Resources Consultant

Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.

22924

Content

Manager No.

18/327464

Work Unit

People Branch

People, Information and Communication Services Division

Location

Various locations throughout the State

Classification

AO6 Qld Public Service Officers and Other Employees Award - State 2015

36 ¼ hour week

Your employer

The Department of Education (DoE) is committed to giving all children a great start, engaging young people in learning, creating safe and inclusive workplaces and investing in communities for a stronger Queensland.

Our human rights commitment is to create a stronger, fairer Queensland by respecting, protecting and promoting human rights in everything we do. Our objectives are: A great start for all children, Every student succeeding, Building Queensland communities, Safe and capable people delivering our vision, Fair and safe workplaces and communities. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at www.qed.qld.gov.au

Your opportunity

As the Senior Human Resources Consultant, you will:

- Provide effective and timely advice and consultancy services to central office/regional office and executive staff on a diverse range of human resource management matters.
- Work with the Director, HR Business Partnering as part of the team that will utilise the range of departmental policies to interpret, clarify and operationalise the reform agenda and the resultant impact on the workforce.

The Senior Human Resources Consultant reports to the Director.

Your role

Appointments in the public sector are merit-based and will be assessed by looking at what you have done previously—the knowledge, skills and experience you have built, your potential for development, and your personal qualities.

Responsibilities include:

- Undertake organisational development assignments and projects to deliver high quality human resource solutions and customer outcomes.
- Develop creative solutions to assist business units with workforce plans, structures and processes that support their core business and meet the changing needs of the department.
- Contribute to change and relational management processes across central office as a member of the HR Business Partnering team.
- Establish effective working relationships with clients through the provision of best practice human resource management and consultancy services to meet strategic, business and operational objectives.



- Contribute to the development and implementation of new or revised human resource management policies, processes and systems and continuously review corporate services and functions.
- Contribute to the effective use of staffing resources including recruitment and selection, appointment, transfer and deployment of staff, employee induction and probation.
- Support staff management through the effective implementation of performance management and grievance and conflict resolution processes.
- Provide advice on workplace health and safety, organisational health monitoring, rehabilitation and return to work programs and employee assistance referrals.

Other responsibilities (as required)

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

Competencies – How you may be assessed

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

Vision:

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

Results:

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

Accountability:

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

Additional information

- This role description works in conjunction with the Candidate Information Package.