

Role Description

Principal 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. **22974** Content Manager No. **18/97789**

Work Unit **People Branch
People, Information and Communication Services Division**

Location **Various locations throughout the State**

Classification **AO7 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 Principal Human Resources Consultant, you will:

- Provide expert advice to the regional management team regarding the delivery of human resource management services including workforce management strategies, recruitment and selection, industrial relations, organisational health services, change management strategies and school workforce management issues.
- Manage a team of regional staff to provide human resource services in the areas of workforce planning, recruitment and placement, labor budget control, industrial relations and organisational health services including line responsibility for the delivery of payroll services in some regional locations.

The Principal Human Resources Consultant reports to the Director, Human Resources Business Partnering in the region. A range of staff may report to the position to deliver human resources activities undertaken in the region.

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:

- Monitor, plan and lead work and/or project teams dedicated to assisting schools in achieving organisational goals through improved use of resources and human resource management practices.
- As a member of the regional and human resource program's senior management team, contribute to change and relational management processes in the region.
- Establish effective internal partnerships to deliver quality services.
- Commission or conduct reviews of human resource services programs and functions.
- Develop creative solutions to assist schools with workforce plans that support their core business and meet the changing needs of students and the community.



- Assist schools in the development of workforce plans, structures and processes that address workplace health and safety.
- Identify and address emerging high-level human resource management policy issues that are accepted by key stakeholders and support departmental strategic objectives and priorities.
- Develop and support local consultancies across the region to assist in building school and community capacity and provide schools with a range of human resource management services and professional advice.
- Refer staff for employee counselling and other employee support services.
- Case manage employees with medical concerns including rehabilitation and return to work programs and ill health retirement options.
- Support and advise schools in relation to performance management, complaints and grievance investigations, facilitating alternative conflict resolution strategies and make recommendations with outcomes that may include disciplinary action.

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.