

Role Description

Human Resources Consultant (Nominated Region)

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.

20448

Content

Manager No.

17/14869

Work Unit

Nominated Region

People Branch

People, Information and Communication Services Division

Location

Various locations throughout the State

Classification

AO5 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 Human Resources Consultant, you will:

- Provide high level operational advice and support in relation to services across the range of human resource management functions to schools and/or the region and participate in the implementation of systemic priorities and initiatives.

The Human Resources Consultant reports to the Director, Regional Human Resources (HR) Business Partnering, Nominated 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:

- Contribute as a team member in the provision of functions and services that may include: Business partnering, workforce planning, resource management, recruitment and selection, candidate care, appointment, transfer and deployment, onboarding and probation, grievance and conflict resolution, organisational health, safety and wellbeing.
- Provide operational advice, support and consultancy services to various areas of the department on a diverse range of human resource management matters.
- Monitor and support a range of HR systems and services for schools and regional workplaces (eg ServiceNow)
- Provide and monitor human resource management services to ensure compliance with government and departmental legislation, policies and standards.
- Assist schools with the development of effective workforce management practices.



- Assist with recruitment, selection and placement of school based employees in consultation with principals, and provide support to selection panels.
- Coach and build capacity of regional workplaces in human resource management practices.

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.