

**WORKFORCE PLANNER/ESTABLISHMENT CONSULTANT**

*(Full-time)*

*The content of this position description is based on the current anticipated needs of the new Albury Wodonga Health (AWH) entity. However, changes to this position description may be required in the near future to accommodate the evolving requirements of the new entity. Prospective employees must be accepting of this requirement.*

**Designation: WORKFORCE PLANNER/ESTABLISHMENT CONSULTANT  
HSUA Administrative Officers Vic Public Sector Multi Employer Certified  
Agreement 2009-2011 (Classification: HS5B)**

**Program/Unit:** Corporate Support - Human Resources

**Purpose of Position:**

- In conjunction with the Director of Human Resources, responsible for the development, implementation and monitoring of Albury Wodonga Health (AWH) workforce development strategic plans and related projects, within the defined policies of the service. This is a cross-campus position.
- In conjunction with the HRD, responsible for the development, implementation and ongoing management of AWH classification determination processes for new positions and reclassification requests for existing positions.
- Establishment and maintenance of a system for managing staff resources against organisational budgets and requirements.

**Organisational Environment/Reporting Relationships:**

- Human Resources provides a full range of Human Resources, Employee Relations, Occupational Health and Safety (OH&S), Workers'/Accident Compensation and Workforce Planning services for approximately 1500 staff covering 7 geographical locations in the Albury, Wodonga and Wangaratta locale.
- Responsible to the Director of Human Resources

**Supervisory Responsibilities:**

- This position has no supervisory responsibilities

**Primary Responsibilities:**

1. In conjunction with the Director of Human Resources (HRD), Senior Management and Departmental Heads, establish and maintain AWH Workforce Planning and classification determination systems within all AWH facilities.
2. Assist the HRD in the preparation, development and delivery of a comprehensive framework for workforce planning.
3. Undertake research, data and process analysis and develop recommendations and options in response to issues.
4. Areas of work that are handled, will include the following:
  - a. Implementing Workforce planning policies, procedures and systems;
  - b. Implementing classification determination policies procedures and systems (including ongoing monitoring and management of EFT (establishment) data for AWH;
  - c. Develop and recommend for implementation, relevant workforce planning strategies designed to respond to the fluctuating needs of the health service as a response to changes in service delivery needs, and changes in labour market supply and demand;

- d.* Participate in workforce planning projects, programs and initiatives as required;
  - e.* Convene and facilitate a variety of forums and workshops, working parties and focus groups as required;
  - f.* Prepare and develop letters, briefs and reports as required;
  - g.* Provide accurate and timely reports to the HRD, Senior Managers and the Health Service executive;
  - h.* Provide high level professional advice on workforce planning, establishment control and classification determination to the HRD, Senior Managers and the Health Service Executive;
  - i.* Effective consultation and engagement of relevant internal and external stakeholders in the development and implementation of AWH workforce development strategic plans; and
  - j.* Establish a process for consultation, communication and feedback.
5. Promote quality activities within the department.
  6. Prepare statistics, reports, presentations and other documents as required, including researching of comparative information as required.
  7. Establish and maintain accurate and comprehensive records for staff as required.
  8. Maintain detailed records of all interactions and queries and ensure suitable documentation is completed and filed appropriately.
  9. Participation as the HR representative, as appropriate, in any of the Health Services' committees or working groups or act as the HR representative, as directed by the HRD, at external forums/meetings.

**Specific Delegations:**

- To be agreed through the Executive Committee.

**Performance Appraisal:**

- Review of performance within six months after commencement and annually thereafter.

## SELECTION CRITERIA

### MANDATORY CRITERIA

- KSC 1 Possession of Tertiary Qualifications appropriate to the responsibilities of the position (HRM or other relevant field) or equivalent extensive experience, skills and knowledge.
- KSC2 Workforce Planning and Classification Determination technical experience in a large and complex organisation.
- KSC3 Current drivers licence.
- KSC4 Computer literacy in a Microsoft environment.

### KEY SELECTION CRITERIA

- KSC5 Demonstrated sound knowledge and commitment to contemporary workforce planning and the ability to demonstrate leadership and innovation in workforce planning.
- KSC6 Demonstrated experience and understanding of the principles of classification determination including detailed knowledge of the specific processes related to job/position evaluation questionnaires, other tools to assist in measuring changes in work value and their assessment and interpretation.
- KSC7 Demonstrated analytical, problem solving and planning skills with the ability to identify, design, recommend and facilitate specific interventions to mitigate risks and liabilities in consultation with key stakeholders with the ability to present data/information in a meaningful way.
- KSC8 Demonstrated experience in developing and maintaining establishment (EFT) monitoring systems and assisting managers to control same.
- KSC8 KSC10 Highly developed interpersonal, communication (written and verbal) and negotiation skills.

### NOTES:

A current National Police Check should be provided at time of appointment.

AWH is the principal regional health care provider in the event of disaster and emergency. The occupant of this position understands and acknowledges that he/she may be required to work as assigned if requested to meet the Health Service's responsibilities in the event of a disaster or emergency situation.

While this position description reflects the current duties and responsibilities, it is not to be interpreted as all inclusive. It may be subject to review from time to time.