### Senior HR Consultant – Health Safety and Wellbeing, AO6

|  |  |  |  |
| --- | --- | --- | --- |
| Role Type | Permanent / Full-time | **Annual Base Salary** | $114,625 to $122,400 per annum  *Plus, leave loading and 12.75% employer superannuation contribution* |
| Location | 1 William Street, Brisbane City / Flexible locations may be considered. | **Role Contact** | Rhonda Mugford E: [Rhonda.mugford@resources.qld.gov.au](mailto:Rhonda.mugford@resources.qld.gov.au)  Ph: 0436 914 295 |
| **Business Group, Division**  **Video camera with solid fill** | Business and Corporate Partnership, Human Resources  [***CLICK HERE TO SEE MORE ABOUT OUR DEPARTMENT***](https://youtu.be/9XOxbCJo3rE) | **Job Ad Reference** | [QLD/575688](https://smartjobs.qld.gov.au/rasp/home-beta.jsf;jsessionid=ksRLABBaSqmhv6t_D094O0fHRlocMawy2Nw1h2Kj?userOrgId=15306&appOrgId=14903&sessionId=1833679509536730180&login=true&in_redirect_url=&_pnav=JobGrid_4febf669946909a437d8b059642fd21f&_nav=ec428588833d6e9c8e9bc09fae7f452f)/24 |
| **Position reports to** | This position reports to the Manager Health Safety and Wellbeing, Human Resources | **Apply via** | [www.smartjobs.qld.gov.au](file:///\\lands\data\DNRME\BCP\HR\Recruitment\Workforce%20Attraction\Career%20Entry%20Program\15.%20Resources%20Graduate%20Program\2023\www.smartjobs.qld.gov.au) |
| **Responsible for** | This position has no direct reports | **Closing Date** | Wednesday, 17 July 2024 |
| **Team size** | There are 7 members in the team, including Director, Human Resources |

# **About the role**

As a Senior Consultant in the Safety and Wellbeing Team, Human Resources, you will be responsible for driving health, safety and wellbeing engagement programs and activities that enable our people and leaders to manage risks to health and safety, as well as create and leverage opportunities to positively influence our organisational culture. This includes leading and project managing capability development initiatives, communication and awareness programs, strategic stakeholder management and building networks across the Department.

# **Your key duties and responsibilities**

In this role you will:

* Support the Manager HSW, to apply and embed the department’s work health and safety management system requirements through a strategic engagement approach with stakeholders.
* Contribute to the ongoing development and implementation of a stakeholder engagement plan, incorporating stakeholder analysis, engagement methodologies, frequency and evaluation aspects.
* Maintain effective business relationships with stakeholders focused on aligning outcomes with strategic objectives, integrating harm prevention and risk management methodologies, and uplifting the health, safety and wellbeing capability of our people. This includes communicating with business areas and teams in an effective and inspiring way that drives continual improvement.
* Manage and facilitate capability uplift programs and activities including evidence-based tailored workshops, risk management support, learning teams, communications and awareness packages and other learning and training initiatives, to support enterprise-wide capability uplift in harm prevention and risk management methodology and tools.
* Seek and leverage opportunities to advance culture and organisational HSW maturity through the delivery of evidence-based activities.
* Analyse and compile accurate, timely and reliable qualitative and quantitative data from various sources to contribute to improved ways of working and for a range of reporting purposes.
* Model and embed Safety and Wellbeing Team culture principles and customer focused, person-centred behaviours.
* Other duties as directed and required.

**About you**

We’re looking for the best suited applicant for the role. We’ll do this by assessing your eligibility and your ability to undertake the requirements of the role (including, where relevant, the way you carried out previous roles). We’ll also consider your potential to make contributions to the department and how your engagement would support our commitment to equity, diversity, respect, and inclusion.

**This position requires:**

* Experience and understanding of the elements of a work health and safety management system, harm prevention and risk management methodologies and tools.
* Demonstrated interpersonal skills in networking, consultation, facilitation influence and communication (both written and oral).
* Demonstrated experience in strengthening and mobilising HSW capability to inspire and motivate.
* Demonstrated ability to manage multiple complex projects and business processes.
* A positive contribution to workplace equity and diversity in a bid to enrich our culture of respect and inclusion.

**Citizenship/Visa Requirements**

To be eligible for this opportunity, you must be an Australian citizen, have permanent residency status or a visa permitting you to work in Australia. If you are not an Australian citizen, you will need to provide evidence of your residency status or visa, with your right to work (including any conditions / restrictions). You are required to notify the department if your right to work in Australia ceases.

# **Role capabilities**

This role has been identified as **an individual contributor,** and theleadership stream is:

**Leading Self:** (Individual Contributor)

* Responsible for delivering outcomes through self-management, sometimes with guidance from team leaders.
* Does not supervise others.
* Valued for the knowledge and skills in their specialist area and strong self-management.

**Your core competencies:**

The core competency requirements for this role are:

* **Stimulates ideas and innovation:** Gathers insights and embraces new ideas and innovation to inform future practice.
* **Builds enduring relationships:** Builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
* **Inspires others by driving clarity, engagement and a sense of purpose:** Recognises and reflects on the purpose and impact of their work.
* **Develops and mobilises talent:** Strengthens and mobilises the unique talents and capabilities of the workforce.
* **Drives accountability and outcomes**: Demonstrated accountability for the execution and quality of results through professionalism, persistence and transparency.
* **Fosters healthy and inclusive workplaces:** Demonstrates openness to diversity and supports practices that enable all individuals to participate to their fullest ability.

See the [Leadership competencies for Queensland](https://www.forgov.qld.gov.au/__data/assets/pdf_file/0025/182527/leadership-competencies-for-queensland-brochure.pdf) framework for more details.

# **About the Department of Resources**

The Queensland resources sector is changing. We juggle new demands, rapid changes and shifts in community knowledge and expectation. We play an active role in the delivery of key government priorities, such as the implementation of a renewable energy economy, assisting in Path to Treaty, recognition of Native Title Rights and capitalising on our resources for sustainable economic prosperity.

The [Department of Resources](https://www.resources.qld.gov.au/) embraces change by implementing cutting edge programs, best-practice methodologies, embracing new research and encouraging innovation. We are dynamic, diverse and a major contributor to economic opportunities for Queensland.

Our vision is to be an influential economic department that advocates in the public interest. This means helping the community and government make the best use of our renewable and non-renewable land, mineral and energy resources. We play a lead role in shaping a sustainable and positive future for Queensland.

We are committed to the Path to Treaty and a reframed relationship with First Nations Queenslanders and have prioritised employment, improving the way we engage and work with First Nations people and their communities.

### Our people and culture

We are committed to being a workplace that focusses on people. This is about building resilience, encouraging innovation and understanding that learning is a journey that never ends.

We promote a safe, inclusive and respectful place to work where all staff feel valued. We are a mobile, flexible and agile workforce. We live by our guiding principles – proactive, courageous, pragmatic, collaborative, resilient and respectful – underpinned by the Queensland public service values.

### Inclusion and diversity

We encourage people from diverse backgrounds including and Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse people, people with a disability and women, to apply for roles with our department.

Anyone requiring reasonable adjustment, seeking guidance or support with their application, should contact ***Rhonda Mugford*** – noted above.

You can also refer to the **‘How to apply’** and the **‘We are Resources’** documentsfor further information on our commitment to supporting inclusion and diversity.



# **How to apply**

To apply for this role, you will need to submit the following documents.

* A copy of your **current resume (3-4 pages recommended)**, detailing your previous work, voluntary or relevant experience, and the contact details for **two referees** who have personally observed you displaying the key duties, responsibilities and capabilities of this role, plus a **brief cover letter (1-2 pages)** introducing yourselfto the panel and showcasing your skills and how you can make a valuable contribution to the department.

**Note:** The Department of Resources values equity and diversity so please include information in your resume that will help us understand how you could contribute to our workforce diversity.

**Please** also let us know if there is any assistance we can provide that would help you to participate in the recruitment process. Our commitment to cultural safety, equity and diversity means that our selection decisions will not be influenced by whether an applicant has need of assistance or a subsequent workplace adjustment.

**Send your application via** [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au)

**Additional Information**

Please download the **‘How to apply’** and the **‘We are Resources’** documents available on SmartJobs to learn more about the department, the benefits of working at Resources and how to apply for this role.