Sample position description

Includes suggested Leadership Expectations additions highlighted in yellow.

### Consultant Talent Management, Level 5

**About this position**

This position provides high quality, innovative and timely talent management services to our agency.

**About our agency**

The position is part of our People and Culture Branch which designs, develops and implements strategies to attract, engage and develop our employees and build a high performance culture.

**Leadership Expectations**

We believe that all our people are leaders and expect and encourage them to demonstrate leadership in their roles. We are committed to building the leadership capability of our people and to support this we have adopted [Leadership Expectations](https://www.wa.gov.au/organisation/public-sector-commission/leadership-expectations).

The leadership context for this position is [Personal Leadership.](https://www.wa.gov.au/government/document-collections/personal-leadership)

**Responsibilities of the position**

* Contribute to the development and implementation of policies, systems and frameworks to ensure talent management services are provided in the most effective and efficient manner, and incorporate innovative approaches.
* Undertake research and contributes to the development and implementation of strategies and initiatives to develop leadership talent in the public sector.
* Assist stakeholders understand their responsibilities and obligations under various acts, Commissioner's Instructions, and other requirements and subsidiary legislation relevant to the scope of the division.
* Provide advice, both internally and externally, to address and resolve a broad range of talent management matters, and clarify directives, policies and procedures.
* Demonstrate the expected behaviours of the context for this role.

**Work related requirements (selection criteria)**

The selection process assesses applications against the following role specific requirements and expected behaviours of the position. The process also considers the needs of the agency and availability of suitable applicants.

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| **Role specific requirements** |
| * Experience in contributing to the design, development and implementation of leadership development and talent initiatives.
* Demonstrated understanding of contemporary learning and development principles and methodologies and their application
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| **Expected behaviours** *(Insert the context-specific expected behaviour descriptors selected for the role)* |
| **Lead collectively** | * You complete your work to a high standard and ensure information is accurate.
* You identify opportunities for improvements in your team, ensuring the work and services you provide always add value to Western Australians.
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| **Think through complexity** | * You use information and analysis to initiate problem resolution and seek guidance as necessary.
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| **Dynamically sense the environment** | * You communicate clearly, presenting relevant technical and professional information without jargon.
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| **Deliver on high leverage areas** | * You display personal resilience to overcome obstacles and challenges, seeking support from your manager when necessary.
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| **Build capability** | * You provide technical and professional support to your peers, making time to mentor others in your team.
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| **Embody the spirit of public service** | * You show empathy and compassion, integrity and humility.
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| **Lead adaptively**  | * You are continually learning and adjusting your approach to be effective in the changing work environment.
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**Desirable qualifications**

Tertiary qualifications in a relevant discipline such as business management, human resource management, organisational psychology, public sector management or similar.