

Human resources capability framework

– individual profile: levels 1, 2 and 3

| Strategic alignment | Results driven | Workforce capacity | Relationship management |
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| Follow the people strategy and understand its impact on the HR function | Administer and support activities to build capability and expertise | Administer and support activities that build workforce capacity for present and future requirements | Build and manage productive relationships |
| Develop an understanding of relevant legislation as it applies to your role | Administer and support HR activities including job design, talent management and workforce planning that align with government objectives | Develop an understanding of legislative requirements and restrictions on employment including industrial relations law | Support communication and consultation channels to share information and knowledge |
| Develop an understanding of the political environment within which the organisation operates | Administer and support activities that assist in identifying and managing risk | Support the monitoring and assessment of organisational climate and employee engagement | Administer activities that support managers to understand their people management responsibilities |
| Support external environmental scanning and monitoring of the context in which the organisation operates | Administer and support activities that follow good practice and focus on continuous improvement | Develop an understanding of how required competencies are identified | Understand the need to incorporate internal and external perspectives into HR and people management initiatives |
| Support and understand research into economic and demographic trends that may influence HR plans and goals | Administer and support activities that assist in delivering innovative HR and people initiatives that contribute to organisational objectives | Administer and support organisational design, workforce planning and job design activities to prepare for current and future people challenges | Administer and support activities that support a collaborative, innovative and values based culture |
| Support monitoring of internal and external influences and understand their impact | Administer and support activities contributing to building employee capability | Administer and support strategies and practices to attract, retain, develop and motivate a skilled workforce | |
| Support the research of issues and setbacks that affect the HR function | Carry out tasks that support the research and analysis of HR strategy | Administer and support processes for effective performance management and identification of development plans | |
| | Administer and support activities that support HR strategy, structure, capability and processes that contribute to organisational objectives | Have an understanding of how development opportunities are identified and delivered | |
| | | Administer and support processes to assist managers in bringing about change/or reinforcing employee behaviours where required | |

Human resources capability framework

– individual profile: levels 1, 2 and 3 (continued)

Credible influence

Be credible and professional in actions and interactions

Demonstrate personal and professional integrity at all times consistent with the WA public sector Code of Ethics and agency codes of conduct

Make sound, rational and ethical decisions

Apply expertise and administer activities that support others in their decision making

Be accountable for own decisions and actions

Take personal responsibility to meet role objectives

Focus on delivering quality outcomes

Communicate clearly and confidently

Professional expertise

Apply and develop skills, experience and knowledge to the delivery of HR activities

Demonstrate self awareness and commitment to personal development

Apply and develop own capabilities to meet performance expectations and seek additional expertise when required

Recognise contributions of others

Administer and support activities that translate HR theory into practice to deliver value to the organisation

Administer and support the delivery of HR services and tools that improve workforce performance

Administer and support coaching and mentoring activities for managers to develop people management expertise

Culture and change management

Administer and support change processes that work to deliver desired organisational culture

Administer and support activities to communicate the organisation's vision and need for change when required

Support research of activities to understand the optimal culture for the organisation to achieve its objectives

Administer and support innovative people practices that support a positive culture

Administer and support processes when change is required

Administer and support activities that assist employees to understand the impact of their behaviour on organisational culture