

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Senior Manager - Project Lead (HRIS Program)
<b>Position Number:</b>	527797
<b>Classification:</b>	General Stream Band 9
<b>Award/Agreement:</b>	Health and Human Services (Tasmanian State Service) Award
<b>Group/Section:</b>	Human Resources - Strategic HR, Policy and Innovation
<b>Position Type:</b>	Fixed-Term, Full Time
<b>Location:</b>	South
<b>Reports to:</b>	Director - Strategic HR, Policy and Innovation
<b>Effective Date:</b>	December 2022
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	Tertiary qualification and/or high-level experience in a relevant discipline (project management or a related field)
<b>Desirable Requirements:</b>	Previous experience in delivering similar projects
<b>Position Features:</b>	Travel between sites to be undertaken Potential intrastate or interstate travel Some duties may be undertaken outside of normal working hours

*NB: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.*

## Primary Purpose:

The Senior Manager - Project Lead (HRIS Program) applies high level specialist expertise in the provision of effective leadership and management to achieve the defined objectives of the HRIS Program. The Senior Manager will work closely with the Director - Strategic HR, Policy and Innovation, Health HR and the HRIS Project Team to develop a strong understanding of the business requirements for the new system, current business practices and provide specialist strategic advice to best meet the needs of the business and address project risks and issues.

The primary objectives of this role working within a multidisciplinary and dynamic environment are:

- Provide strategic advice to the Director - Strategic HR, Policy and Innovation, Deputy CIO/Director - HRIS Program, Chief People Officer, Chief Information Officer, HRIS Steering Committee and other Executives, to successfully deliver this major business and ICT transformational program.
- Provide expert strategic advice to the Chief People Officer, Health Executive, HRIS Steering Committee and inter-agency groups to ensure the Program meets its objectives. The Senior Manager - Project Lead (HRIS Program) will partner with relevant project managers, business units and other Tasmanian State Service Agencies, to ensure effective implementation transition and change management is achieved by the required milestones.
- Play a critical role in the overall success of the implementation and transition to the new HRIS.
- Will create and nurture productive working relationships with vendors and stakeholders, to ensure the HRIS Program delivers benefits to the Department and enables business units to achieve their objectives and deliver their core business.
- Model behaviours that evidence commitment and support to the goals of the Department. This includes displaying a collaborative, supportive communication approach in undertaking all aspects of the role.

## Duties:

1. Lead the successful transition and deployment of the HRIS for Health HR under the guidance and direction of the Director Strategic HR, Policy and Innovation and Director- HRIS program and the HRIS Steering Committee.
2. Provide strategic management and leadership for the HRIS team supporting a contemporary and productive work environment that fosters responsibility, accountability and continuous improvement in meeting the goals and objectives of the HRIS Program.
3. Lead Health HR's engagement and participation with the HRIS Project, collaborating with HR subject matter experts and leading several HR specialists' teams, and other key stakeholders in the Department to:
  - Provide high level strategy and specialist policy advice to the Secretary and Department's Executive.
  - Identify solutions to key project risks and issues.
  - Lead specialist teams to achieve HRIS ready activities (e.g., payroll, data, job families, establishment, change and training, rostering etc).
  - Coordinate Department responses to project decisions.
  - Escalate decision making as appropriate.
  - Identify, plan and lead transitional activities or practices (what needs to happen to current activities or practices prior to deployment of HRIS).

- Identify funding or contract change implications and develop plans to coordinate Department activities.
  - Assist in the development of HRIS and to get HR and the Department ready for the deployment of HRIS.
  - Manage and coordinate resources to deliver accurate, reliable, integrated, and targeted business outcomes.
4. Lead the Department through significant organisational change and elevate workforce capability to deliver project outcomes on schedule and within agreed budgets.
  5. Represent the Department at whole-of-Government and internal forums relating to HRIS activities.
  6. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

## Key Accountabilities and Responsibilities:

The Senior Manager - Project Lead (HRIS Program) has a high degree of autonomy and will support the Director - Strategic HR, Policy and Innovation in leading and driving the implementation of the HRIS Program across the Department.

The position operates in an environment of high pressure with competing demands of multiple internal and external stakeholders and vendors. The occupant must be capable of demonstrating independent judgement and negotiation in developing and implementing effective information and technological management.

Receives broad program direction from the Director - Strategic HR, Policy and Innovation and there is a frequent requirement for the provision of strategic and management advice to the Secretary and Department's Executive.

Demonstrate advanced management capability in guiding the strategic development and operations of the HRIS Program, including the efficient and effective management of human, financial and physical resources.

This position is responsible for:

- Leading, coordinating and planning business activities to enable the Department to deliver this major ICT and business transformational program.
- Providing high level strategic advice and guidance on emerging issues and risks, and options to mitigate or resolve issues.
- Modelling behaviours that evidence commitment and support to the goals of the Department. This includes displaying a collaborative and supportive communication style in undertaking all aspects of the role.
- Where applicable, exercising delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participating in and contributing to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

## Pre- employment Conditions:

*It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
  - a. crimes of violence
  - b. sex related offences
  - c. serious drug offences
  - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

## Selection Criteria:

1. Significant and demonstrated experience and knowledge, together with demonstrated competency, in leading information and communications technology services within a diverse organisation.
2. High level management and leadership expertise developed through extensive experience including a demonstrated ability to lead a multi-disciplinary program, effectively manage financial, human, physical and information resources and to monitor effectiveness and efficiency.
3. Extensive experience and success in delivery of large scale, multi-million dollar complex programs, with a proven understanding of, and ability to exercise, contemporary project management, business process and general management practices to achieve project outcomes.
4. 'Can-do approach' demonstrated by successful track record of working harmoniously and collaborating with others to foster a productive work ethic and positive workplace culture.
5. High level change management skills, particularly in the context of either business, organisational and/or technology driven change to service delivery and business process.
6. Highly developed strategic, conceptual, analytical and creative skills with a demonstrated ability to undertake high level diagnosis and analysis and to adapt, and provide high level expert advice, be flexible and broker solutions to achieve the desired outcomes in a complex multi-stakeholder environment.
7. Demonstrated high level interpersonal, communication, negotiation and conflict resolution skills including the ability to produce information that is readily understandable to non-specialists and experience in preparation of detailed briefs and project reports.
8. Keen self-awareness with a proven capacity to effectively model agile, flexible, and innovative work practices to effectively influence and manage stakeholder expectations.
9. Demonstrated experience in leading, developing and implementing workforce strategies and the application of contemporary knowledge of relevant industrial relations and HR legislation and best practice principles.

## Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).