

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Consultant - Workforce Planning and Development
Position Number:	525427
Classification:	General Stream Band 5
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Community, Mental Health and Wellbeing – Statewide Mental Health Services
Position Type:	Permanent, Full Time
Location:	South
Reports to:	Clinical Executive Director - Statewide Mental Health Services
Effective Date:	March 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Desirable Requirements:	Qualification in a relevant field or equivalent experience

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:

Provides high level support and advice to senior management staff within Statewide Mental Health Services (SMHS) in relation to effective provision and utilisation of human, physical and financial resources including specialised workforce planning development and operational governance systems.

Liaise with recruitment agencies to identify and engage locum medical staff as required.

Duties:

1. Work with the SMHS in progressing relevant regional priorities in respect to recruitment and retention of staff.
2. Consult with relevant stakeholders to support the engagement of health professionals and support staff for SMHS, involving recruitment campaigns, legislative changes and the engagement of regional, national and international applicants.
3. Maintain up-to-date knowledge and understanding of relevant employment legislation, policy, protocol and procedures including federal legislation as it relates to immigration and support standardised, legally compliant processes and documentation.
4. Manage, develop, implement, monitor and evaluate workforce based projects across SMHS as required with particular focus on ongoing establishment maintenance and review.
5. Contribute towards workforce service planning and activities to promote consistency in the delivery of innovative, integrated and accessible services.
6. Provide developed communication and research outcomes including the requirement to prepare complex documentation to a range of internal and external stakeholders.
7. In liaison with managers, identify recruitment needs to determine priorities, prediction of workforce shortages and appropriate solutions to assist with maintaining staffing levels for service delivery at all times, which may include the creation and varying of positions within the Establishment.
8. 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 Consultant - Workforce Planning and Development operates with broad direction from the Manager - Service Development, Workforce and Operational Support, has a state-wide focus, providing high level specialised advice and support to SMHS management, in respect to workforce matters.

Under the broad direction of the Manager - Service Development, Workforce and Operational Support the occupant of this role is responsible for:

- Providing accurate, authoritative and timely advice to all stakeholders in relation to the recruitment and retention of the SMHS workforce.
- Modelling behaviours that evidence commitment and support to the goals of SMHS. This includes displaying a collaborative, supportive communication approach in undertaking all aspects of the role.
- Providing management of workforce projects involving detailed analysis which requires liaison across SMHS.
- Responsible for the co-ordination and provision of timely and accurate internal reports.
- Assisting in the application of legislation, and applicable policy and protocol.
- Building effective internal and external working relationships and representing the SMHS interests in addition to representing the Tasmanian State Service in workforce matters.

- 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. Demonstrated background in, or a good understanding of, recruitment processes, policies and related contemporary human resource practices, appropriate to the recruitment and retention of a skilled medical workforce in the SMHS.
2. Sound knowledge of, and experience in, recruitment processes, policies and a working knowledge of State and Federal legislation and the ability to interpret Awards and Agreements and apply that knowledge in a workforce environment.
3. Highly developed interpersonal, communication, decision-making, collaboration, conflict resolution and negotiation skills, including the capacity to exercise sound judgment, initiative and negotiate effectively with a wide range of stakeholders.
4. Ability to work constructively as part of a team, including an ability to be adaptable and flexible, and work effectively within an environment subject to work pressure, competing priorities, ambiguity and change.
5. Demonstrated experience in the preparation of complex correspondence, reports and briefings and other types of documentation to a high standard, within stated timeframes, with a high degree of accuracy and attention to detail.
6. Experience in the use of relevant information systems and developing and maintaining systems to capture, retain and report relevant data.

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](#).