

Statement of Duties

Human Resources Manager Culture and Capability

Objective

The Manager Culture and Capability will lead the Culture and Capability team within Human Resources. They will oversee the delivery of:

- leadership and management development programs
- employee capability building initiatives
- employee values, engagement and culture activities; and
- employee-facing diversity, equity, and inclusion programs

Duties

- Lead the development and implementation of employee learning and development programs, including oversight of the employee induction, ongoing performance development model, and online learning management system.
- Lead the development and implementation of leadership and management capability programs.
- Oversee employee engagement and culture initiatives, including workplace flexibility, recognition and reward, Agency Values, and employee surveys.
- Manage reasonable adjustments processes and provide authoritative advice to managers.
- Deliver employee facing diversity, equity and inclusion initiatives and action plans, including leading associated engagement and consultation activities across stakeholder groups.
- Lead HR policy development, review and consultation processes in collaboration with the subject matter expert.
- Effectively manage, mentor, and coach other employees within the team, to deliver on the duties above while maintaining a positive workplace culture.
- Perform other assigned duties within the knowledge, skills and experience expected at the classification level.

Level of responsibility

- This role has a high-level of responsibility in delivering effective culture and capability related outcomes at a whole-of-agency level within the HR space.
- Provide instruction, information, supervision, and training for team members.

- Upholding and championing the [Department's commitment to the safety and wellbeing of children and young people](#); actively participating in and contributing to our rights-based approach to care; meeting all obligations under the Child Safety and Wellbeing Policy, Professional Conduct Policy, and other Departmental child safety policies and complying with mandatory reporting obligations.
- Managing WHS for the work area in accordance with the WHS Act, including to:
 - Periodically review the work area with your supervisors to assess WHS, including to regularly monitor any processes that relate to the safety or safeguarding of children, young or vulnerable people;
 - reviewing hazards and incident reports and actioning in a timely and effective manner; and
 - assessing and managing risk for work activities undertaken
- Contributing to our values-based culture by demonstrating values of Integrity, Respect, Accountability, Inclusive and Collaborative, and leading your team in a values-based manner, including to ensure team members uphold and role model the values.

Direction and supervision received

- This position operates with significant independence and autonomy in determining priorities and delivering outcomes.
- Broad direction is provided by the Director Human Resources.

Selection criteria

1. Extensive expertise in capability, culture, and organisational development practices.
2. High level knowledge in contemporary strategy/program planning and delivery processes.
3. Demonstrated high level project and change management skills.
4. Demonstrated ability to build relationships, communicate, advise, consult, and negotiate with a range of stakeholders at all levels of an organisation.
5. Demonstrated high level research and analysis skills.
6. Knowledge and experience in leading subject matter experts to deliver outcomes.

Essential requirements

- Nil

Desirable requirements

- Nil

Pre-employment Checks

The Head of State Service has determined that the person nominated for this vacancy is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following checks are to be conducted:

7. Pre-employment checks

- Arson and fire setting
- Violent crimes and crimes against the person
- Sex-related offences
- Drug and alcohol related offences
- Crimes involving dishonesty
- Crimes involving deception
- Making false declarations
- Malicious damage and destruction to property
- Serious traffic offences
- Crimes against public order or relating to the Administration of Law and Justice
- Crimes against Executive or the Legislative Power
- Crimes involving Conspiracy

8. Disciplinary action in previous employment.

9. Identification check.

Position summary

Title	Manager Culture and Capability
Number	356982
Award	Tasmanian State Service Award
Classification	General Stream, Band 7
Division	Strategy, Governance and Major Projects
Full-time equivalent	1.0
Output Group	Human Resources
Branch	Culture and Capability
Supervisor	Director Human Resources
Direct reports	1-2
Location	South, North West, North
Position category and funding	AO69
CM Reference	DOC/26/33662

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Last reviewed: March 2026