

Statement of Duties

Human Resources

Senior Consultant, Organisational Design

Objective

This role will lead the development and implementation of organisational design, workforce strategies, and employment program initiatives, to enable the Department of Justice to be contemporary and meet workforce needs now and in the future.

Duties

- Lead the Justice organisational and job design function, including undertaking research, assessing, and preparing recommendations on classification reviews.
- Provide authoritative advice to managers on relevant employment matters including managing positions in the state service.
- Contribute to strategic workforce and succession planning for the Department and provide advice to senior managers to assist local workforce planning and restructuring activities.
- Work with the Recruitment and Staff Services team on Justice employment programs, as well as recruitment, selection and attraction strategies as part of broader workforce planning initiatives.
- 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

The substantive occupant is responsible for:

- Responsible for the effective and efficient delivery of assigned tasks in accordance with Departmental and Output objectives within allocated resources and agreed timeframes.
- 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.
- Conducting work in a safe manner that does not put yourself or others at risk, including to comply with reasonable instructions contained in WHS policies and procedures; reporting hazards, near misses and incidents; and participating in the development and improvement of safety initiatives and safeguarding

practices for vulnerable people (including to attend relevant training provided by the Department).

- Upholding and championing the values of Integrity, Respect and Accountability, and actively contributing to making our workplaces Inclusive and Collaborative.

Direction and supervision received

- Works with limited guidance and exercises significant autonomy, initiative, flexibility and creativity to deliver allocated programs of work under broad direction from the Manager Organisational Design.

Selection criteria

1. Proven ability to lead job and organisational design services, including role classification, team re-structures, and associated consultation and engagement processes.
2. Demonstrated experience in workforce planning or the ability to quickly acquire this knowledge.
3. Demonstrated capacity to plan, organise, schedule and deliver outputs within set timeframes to achieve results within a changing environment.
4. High level written, verbal and interpersonal communication skills including demonstrated ability to build effective working relationships with a wide range of people and produce a range of high-quality documentation.
5. Knowledge and experience in change management and project management activities
6. Demonstrated conceptual and reasoning skills and ability to undertake research, investigate, analyse, evaluate and integrate relevant solutions to solve problems.

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:

1. 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
2. Disciplinary action in previous employment.
 3. Identification check.

Position summary

Title	Senior Consultant Organisational Design
Number	354999
Award	Tasmanian State Service Award
Classification	General Stream Band 6
Division	Strategy, Governance and Major Projects
Full-time equivalent	1.0
Output Group	Human Resources
Branch	Organisational Design
Supervisor	Manager Organisational Design
Direct reports	Nil
Location	Hobart
Position category and funding	AO69
CM Reference	DOC/26/34655

Human Resources, Department of Justice

L1, 85 Collins Street, Hobart, TAS 7000

Email: hr.recruitment@justice.tas.gov.au

Last reviewed: March 2026