

Statement of Duties

Human Resources

Coordinator, Culture and Capability

Objective

Provide high-level advice and support to managers and staff on culture, engagement, learning and development activities including developing learning and development content, administering learning systems and analysis of related data.

Duties

- Undertake learning and development activities, including conducting research and analysis to identify, collate and customise learning, development, and training resources.
- Interpret, apply and adapt policies, guidelines, systems and processes to create learning and development content including using software to design new eLearning content.
- Support the management of the culture and capability governance structures, including to coordinate steering committee meetings and perform associated secretariat functions.
- Administer the Justice learning management system, including answering employee queries, run reports, and upload/edit materials within the system as required.
- Coordinate the delivery of learning programs, including provider management and engagements, room or venue bookings, participant management and care, and associated communications.
- Contribute to the development and review of HR policies, procedures and guidelines including maintenance of this information on the intranet.
- Exercise sound judgement and make operational decisions within your scope of work to achieve HR outcomes.
- Apply specialised HR knowledge and expertise to improve systems, processes and overall operational performance.
- Prepare and maintain confidential documentation, correspondence and records, ensuring accuracy, currency and compliance with record-keeping requirements.
- 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 the team's services in accordance with Justice and HR objectives within allocated resources and agreed timeframes.
- Responsible for maintaining current knowledge of relevant award, legislative and departmental/Government policies, and procedures.
- 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

- General direction provided by the supervisor and more complex matters may be resolved after advice is sought.

Selection criteria

1. Broad knowledge of and experience in human resources including capability development.
2. Well-developed knowledge and understanding of State Service procedures and legislation and experience in interpreting this to provide a high-level client service or demonstrated capacity to develop such knowledge within a reasonable time frame.
3. High level interpersonal skills including written and oral communication, negotiation and conflict resolution, and the ability to interact and liaise effectively with managers and staff to contribute to team effectiveness.
4. Demonstrated co-ordination and organisational skills of a high order, including ability to set priorities, manage competing tasks, operate effectively under pressure, and adapt to change.
5. Demonstrated experience and ability to use HR information systems and to adapt to a changing operational and technological environment.
6. Demonstrated ability to undertake research, use initiative and exercise discretion and confidentiality.

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	Coordinator, Culture and Capability
Number	357844
Award	Tasmanian State Service Award
Classification	General Stream Band 4
Division	Strategy, Governance and Major Projects
Full-time equivalent	1.0
Output Group	Human Resources
Branch	Culture and Strategy
Supervisor	Consultant Culture and Strategy

Direct reports	Nil
Location	Hobart
Position category and funding	A069
CM Reference	DOC/26/33722

Human Resources, Department of Justice

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