

## Human Resources Officer

### Statement of Duties – October 2017

<b>Title</b>	Human Resources Officer
<b>Number</b>	355222
<b>Award</b>	Tasmanian State Service
<b>Classification</b>	General Stream Band 3
<b>Output Group</b>	Corporate Support and Strategy
<b>Full Time Equivalent</b>	1.0
<b>Division</b>	Corporate Support and Strategy
<b>Branch</b>	Human Resources
<b>Supervisor</b>	Senior Advisor HR Operations
<b>Direct Reports</b>	Nil
<b>Location</b>	Hobart
<b>Terms of Employment</b>	Fixed term full time, 73.50 hours per fortnight (flexible hours will be considered)
<b>Position category and funding</b>	T146

## The Department of Justice

### Aim

A safe, fair and just Tasmania.

### Purpose

To support the Tasmanian Government to promote the rule of law by

- ensuring an effective, efficient and accessible justice system.
- protecting and respecting rights.
- improving laws.
- influencing positive behaviour and enforcing responsibilities.

Visit the [Department of Justice website](#) for more information.

# Divisional Information

## Divisional information

The Corporate Services Division provides the following services to support the various organisational elements of the department achieve their business objectives.

- Finance Branch – provides a wide range of specialist financial, budgeting and accounting services;
- Human Resources Branch – provides HR services to all departmental outputs and strategic advice to departmental management and staff on the management of change and the development and the implementation of activities that improve the Department's people management practices;
- Information Technology Services Branch – provides a range of IT services including management and support of the state wide computer network, corporate databases and servers, IT security and hardware leasing, including the installation and maintenance of IT hardware and software, provision of a Helpdesk service, desktop training and business consultancy; and
- Projects and Information Branch has a strategic focus on business operations, namely People, Process and Technology. It is a holistic approach to managing improvements rather than focusing solely on information technology as the solution.

More information about the Corporate Services Division and the operations of the department are available on its [website](#).

## About the position

### Objective

Contribute to the efficient operation of the Human Resources Branch by carrying out clerical and administrative duties in relation to the functions of the relevant team and branch.

### Duties

- Undertake accurate and timely transactions associated with the employment and conditions of employees within the Department.
- Attend to enquiries and provide advice and an information service to employees and management on human resource matters.
- Maintain and prepare relevant written and electronic documentation as required.
- Undertake routine investigations to resolve general HR queries.
- Conduct training for new staff in operational, procedural and system functions within the Recruitment team and elsewhere as required.
- Assist with the implementation, development and enhancement of human resource information systems functionality and processes and Branch and Division initiatives.

## Level of responsibility

- Responsible for the effective performance and accuracy of day to day tasks. Expected to exercise judgement in determining the manner in which tasks are completed.
- Conduct your work in a safe manner such that it does not put yourself or others at risk.
- Comply with any reasonable instruction contained in WHS policies, procedures and instructions and report hazards, near misses and incidents to your supervisors.

## Direction and supervision received

- Works within established guidelines and practices. General direction and supervision provided.

## Selection criteria

The following specific selection criteria must be addressed by candidates by describing their relevant personal and professional skills and abilities; qualifications, training and competencies; past achievements; and potential for development. The position objective and duties can also be used to assist in addressing the selection criteria.

1. Knowledge and experience working in a contemporary human resources environment, in one or more areas of recruitment, payroll, establishment management, work health and safety and workers compensation.
2. Knowledge and understanding of State Service legislation and procedures and experience in the delivery of client services or a demonstrated capacity to develop such knowledge within a reasonable timeframe.
3. Demonstrated experience in the use of HR information systems and demonstrated ability to adapt to a changing operational and technological environment.
4. Sound interpersonal skills including written and oral communication, negotiation and conflict resolution, with the ability to interact and liaise effectively with staff at all levels.
5. Demonstrated ability to work effectively in a team environment and/or independently and to prioritise tasks to ensure that deadlines are met in an environment that is subject to specific and competing timeframes.
6. Developed conceptual, research and analytical skills and demonstrated capacity to interpret and solve problems and find appropriate solutions.

## Working environment

Employment in the State Service is governed by the *State Service Act 2000*. Both employees and officers are required to uphold and comply with the State Service Principles (Section 7) and the Code of Conduct (section 9).

Department of Justice state service employees:

- treat all users of our services with respect and courtesy;
- listen to what users of our services have to say;
- personalise services to the needs and circumstances of each user of our services where practical;
- always do what they say they are going to do, or update the appropriate people promptly if things change, offering an explanation for the change;

- respond to enquiries promptly and efficiently; and
- consult the public and users of our services about their service needs.

The minimum standard of behaviour expected of all Department of Justice employees is to:

- Consider people equally without prejudice or favour.
- Act professionally with honesty, consistency and impartiality.
- Take responsibility for situations, showing leadership and courage.
- Place the public interest over personal interest.
- Appreciate difference and welcome learning from others.
- Uphold the law, institutions of government and democratic principles.
- Communicate intentions clearly and invite teamwork and collaboration.
- Provide transparency to enable public scrutiny.
- Be fiscally responsible and focus on efficient, effective and prudent use of resources.

Further information about employee expectations is on the Department of Justice Intranet site under Statement of Intent.

The department is committed to high standards of performance in the application of contemporary management practices and principles including workplace health and safety and workplace diversity. The department recognises and uses the diversity of the community it serves. In doing this it acknowledges the individual differences that can contribute to the capacity of a person to perform the inherent requirements of the duties. All employees are expected to participate in maintaining safe working conditions and practices and to promote and uphold the principle of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

All employees are responsible for participating actively and constructively in discussions regarding performance and for the implementation of agreed outcomes in accordance with the Performance Management policies and strategies of the Department.

Smoking is prohibited in State Government workplaces and vehicles.

## Requirements

### Essential requirements

- Nil

### Desirable requirements

- Nil