

HR Advisor

Statement of Duties August 2017

Title	HR Advisor
Number	355909
Award	Tasmanian State Service Award
Classification	General Stream Band 4
Output Group	Corporate Support and Strategy
Full Time Equivalent	1:0
Division	Human Resources
Branch	Operations
Supervisor	Senior Advisor Operations
Direct Reports	Nil
Location	Hobart
Terms of Employment	Fixed term full time, 73.50 hours per fortnight for a period of 12 months
Position category and funding	Permanent position. Cost Code: A069

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

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

Provide a support and advisory service to departmental management and staff on staff pay and conditions matters, leave and position management processes and general human resource issues including recruitment and establishment.

Duties

- Run fortnightly leave accruals, opening payrolls, running gathers and calculations and interfaces associated with the payroll and assisting in changing cost centre codes as requested, including coordinating all data and reconciliation and associated reports.
- Undertake the accurate and timely completion of complex payroll and pay and conditions tasks and recruitment and establishment tasks in accordance with agreed procedures and performance standards.
- Assist in user training and the development of training aids and manuals and provide advice and guidance to operational staff.
- Assist in the production of management and other information reports as required.
- Provide advice and information service to employees and management on pay and condition matters and matters relating to recruitment and establishment.

- Maintain and prepare relevant documentation and correspondence and associated confidential, accurate and up to date records as part of operational business processes.
- Undertake processes involved in the filling of positions and coordinate fixed term appointments and associated documentation.
- Conduct reclassifications of existing positions and assign classifications to new positions.
- Assist with the implementation, development and enhancement of Branch and Division initiatives.

Level of responsibility

- Responsible for the effective and efficient delivery of the team's services in accordance with departmental and Branch objectives within allocated resources and agreed timeframes.
- Responsible for maintaining current knowledge of relevant award, legislative and departmental/Government policies and procedures.
- 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

- In a team environment, responsible for dealing timely and accurately with all pay and conditions matters.
- More complex matters may be resolved after advice is sought as required.

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.

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1. Extensive knowledge of and experience in human resources processes, especially in the fields of pay and conditions management.
2. Sound knowledge and understanding of State Service procedures and legislation and experience in the delivery of client services or a demonstrated capacity to develop such knowledge within a reasonable time frame.
3. Sound interpersonal skills including written and oral communication, negotiation and conflict resolution, with an aptitude for staff training and the ability to interact and liaise effectively with staff at all levels.

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.

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