

Graduate Officer (Human Resources/Industrial Relations)

TASMANIAN STATE SERVICE

DIVISION	POSITION NUMBER	Generic
BRANCH	AWARD	Tasmanian State Service
SUPERVISOR	CLASSIFICATION	Graduate
DATE	December 2015	CONDITIONS
		Fixed-term full-time, fixed-term part-time

OBJECTIVES

Undertake research and analysis, and develop and implement policies and practices to support contemporary human resource and/or industrial relations management also undertaking generalist HR duties in a range of functional areas as required. This may include but is not limited to recruitment, industrial relations, learning and development, workplace health and safety, and organisational design.

MAJOR DUTIES

1. Conduct research and analysis, either individually or in conjunction with others, on human resource or industrial relations issues, and prepare briefings and minutes that include options and recommendations.
2. Assist with the development, coordination, implementation, monitoring and evaluation of Agency and whole-of-government human resource or industrial relations policies, processes and practices.
3. Assist in the preparation of documentation and submissions to senior management regarding a broad range of employment related matters.
4. Liaise and consult with Agency representatives, employee organisations and other government, industry and community organisations and stakeholders on employment related matters.
5. Develop and maintain relevant documentation including project plans, reports, data and correspondence.

LEVEL OF RESPONSIBILITY

The Graduate may be required to:

- Ensure that all work carried out is thorough, well researched, accurate and timely.

STATEMENT OF DUTIES

- Display flexibility, creativity and initiative in developing proposals and recommendations for consideration by management, and be responsible for the accuracy of such proposals and recommendations.
- Meet deadlines and prioritise workloads to meet demand.
- Carry out their work as part of a small team or alone under supervision.
- Accurately assess the political and/or industrial sensitivity of matters relating to their work.
- Communicate with external organisations, negotiating effectively and resolving issues as required.

Work is undertaken within defined timelines and with competing priorities. The advice provided is required to be thorough as it may influence decisions and policies in resolving human resource and industrial relations matters. As such, the role exercises some influence on complex employment matters and it may have a level of political and/or industrial risk.

REPORTING STRUCTURE

Depending on the focus of the duties, the Graduate will report to a nominated person who will determine the allocation of work which is to be undertaken.

Although the Graduate will be provided with general supervision, they are expected to work with some autonomy and display discretion in selecting the most appropriate method for completing their allotted tasks.

The Graduate is to exercise initiative and judgement with their allocated responsibilities and is required to establish priorities to meet changing work circumstances.

SELECTION CRITERIA

1. Knowledge and understanding of contemporary human resource management and/or industrial relations or the ability to quickly acquire this knowledge.
2. Well-developed research and analysis skills.
3. Effective self-management skills.
4. Well-developed communication skills.
5. Capacity to work effectively both individually and as part of a team.

ESSENTIAL QUALIFICATIONS

A degree qualification in a discipline relevant for this work.

STATEMENT OF DUTIES

WORK ENVIRONMENT

State Service Principles

Employees should familiarise themselves with the State Service Principles ([Employment Principles](#)) and must work to ensure the Principles are embedded into their daily practice and decision making, and work to ensure they are considered and part of the culture of the Agency, including that the Principles are applied to all Agency decision-making and activities.

Code of Conduct

The State Service Code of Conduct ([The Code](#)) complements the State Service Principles and requires employees and officers to act appropriately in the course of their duties and to maintain the confidence of the community in the activities of the State Service.

Information Management

All employees are responsible and accountable to:

- Keep good records of the information produced, received or acquired.
- Make records to support what they do.
- Register documents in the Departments Records Management System; and
- Ensure all final versions of documents are marked as final in the Records Management System.

APPROVED BY _____ DATE _____
DIRECTOR

CERTIFIED BY _____ DATE _____
HUMAN RESOURCES