

Human Resources

Assistant Director, HR Operations and Systems – Statement of Duties

Objective

As a member of the HR Senior Leadership Group, lead the HR Operations team (including payroll, recruitment, systems and reporting) in the delivery of strategic plans and projects, recruitment administration and staffing and payroll services, and HR information systems and reporting functions.

Duties

- Effectively lead the HR Operations team, including payroll, recruitment administration, and systems, reporting and analysis and develop and maintain a positive team culture and individual engagement and growth, alongside positive work-related outcomes.
- Provide strategic oversight for and lead the delivery, implementation, and administration of Agency human resource information systems, including to manage the agency establishment and the implementation of, or changes to, systems.
- Effectively lead teams through the implementation of strategic initiatives including change and transformation. Lead the development of strategies to support business improvement and to ensure effective delivery of required outcomes associated with other Departmental and whole of service priorities.
- Manage the HR elements of the Service Level Agreements (SLA's) for the agency and provide authoritative advice on matters to the relevant organisations participating in the SLA's.
- Undertake comprehensive research, analysis, stakeholder consultation and user testing to identify, scope and implement Agency-wide business improvement initiatives in relation to processes, systems, and policy relevant to the HR Operations teams.
- Oversee the development and maintenance of strategic HR reporting capability at the whole of agency level and for external bodies as required, including to develop, maintain, monitor trends, and communicate a suite of key HR reporting and performance metrics.

- Lead the preparation of data and associated reports to support Agency Executive, Budget Estimates Briefings, Question Time Briefs, Annual Reports, and similar HR data related responses.
- Provide high-level authoritative specialist advice to senior stakeholders on legislation, award/agreement interpretation and Agency HR policies and procedures, including to ensure compliance and that changes are implemented accurately, building knowledge of the team, and leading communication to employees and stakeholders.
- Oversee the administration of Senior Executive Service, Equivalent Specialist, and Statutory Officers (including all statutory appointment or delegations required within or during recruitment) advertising, recruitment, and contract delivery in line with legislative and compliance requirements, in collaboration with the Office of the Secretary.
- Perform other assigned duties within the knowledge, skills and experience expected at the classification level.

Level of responsibility

This position is responsible for:

- The management and delivery of the work and outcomes required of the team and the management of associated resources.
- Operating as a senior member of the Human Resource Management team and providing leadership and direction to other members of the Human Resources Branch, actively participating in the management of the branch, and supporting the development and implementation of policies, practices, initiatives and strategies.
- Ensuring efficient and effective management of work health, wellbeing and safety for the areas of responsibility in accordance with the WHS requirements in the WHS Act.

As leader of the HR Operations team, you are also responsible for:

- **Managing People**, including to:
 - Display values-based leadership by ensuring our values inform how you and the team engages with colleagues and stakeholders. Our values are we act with Integrity, Respect and Accountability and our workplaces are Inclusive and Collaborative. You are responsible for contributing to our values based workplace culture, ensuring your team uphold the values and role modelling the values.
 - Ensure team members have performance development plans, regular check ins, and receive direction, coaching and support.
 - Encourage and support the ongoing learning and growth of all employees.

- Value diversity, demonstrate inclusive leadership, and ensure everyone feels included and 'safe' to contribute their views and ideas.
- Ensure a physically, emotionally and psychologically safe working environment free from bullying, harassment and discrimination.
- **Managing Resources**, including to:
 - Understand and comply with the State Government budget, financial accountability and financial delegation requirements relevant to your role and to DoJ.
 - Encourage and support appropriate use of information technology and other relevant Departmental IT systems.
 - Ensure appropriate use of personal and Departmental information/records in line with relevant policy, legislation and guidelines.
 - Ensure procurement of goods and services are conducted ethically, enable open, impartial and effective competition, and achieve best value for money in accordance with relevant purchasing policy and processes.
- **Managing Outcomes**, including to:
 - Apply appropriate risk management principles in line with the Department's Risk Policy and Procedures.
 - Conduct effective business and strategic planning processes.
 - Adopt the Department's Project and Change Management frameworks in planning and delivering projects, workplace change and services as appropriate.
 - Deliver client-centric services and work to community or internal clients.
- **Managing Self**, including to:
 - Foster and personally model our Values.
 - Commit to continuous self-improvement and personal learning and growth.
 - Prioritise and manage own workload effectively, including effective delegation of tasks as appropriate.
- Demonstrate emotional intelligence, and be aware of the impact you have on the people you manage/lead.
- Periodically review the work area with your supervisors to assess the WHS aspects of the work done. Review hazard and incident reports, ensuring timely follow up and close out of actions. Overview the risk assessment processes for their activities.
- Ensure efficient and effective management of work health, wellbeing and safety for the areas of responsibility in accordance with the WHS requirements in the WHS Act.
- Our values are we act with Integrity, Respect and Accountability and our workplaces are Inclusive and Collaborative. You are responsible for

contributing to our values based workplace culture, leading your team in a values based manner, ensuring your team uphold the values and role modelling the values.

Direction and supervision received

- This position operates with considerable independence and autonomy.
- Broad direction is provided by the Director Human Resources and Agency Executive.

Selection criteria

1. Extensive knowledge and significant experience in contemporary human resource management, including effectively leading teams of subject matter experts to deliver outcomes and initiatives.
2. Proven capacity to provide advice to other human resource specialists and to work collaboratively in a complex team environment and provide coaching and mentoring as part of performance development.
3. High level of experience in leading teams and managing culture through change initiatives.
4. Significant experience and demonstrated ability to build relationships, communicate, advise, consult, and negotiate with a range of stakeholders at all levels of an organisation.
5. Highly developed knowledge of employment frameworks, legislation, awards and appropriate industrial arrangements, and their application across varied and complex occupation groups and work areas and the agency requirements for compliance.
6. Proven high-level strategic, conceptual, research and analytical skills including the proven ability to identify relevant issues and provide business improvement initiatives and solutions and advice which reflect Agency business needs.
7. Demonstrated ability to lead the production and analysis of HR data and information to inform advice and targeted recommendations. Demonstrated understanding of the management of human resource information systems and the production of HR reporting.

Essential requirements

- Nil

Desirable requirements

- Tertiary qualifications in Human Resources or a related discipline.

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	Assistant Director, HR Operations and Systems
Number	357975
Award	Tasmanian State Service Award
Classification	General Stream, Band 8
Division	Strategy, Governance and Major Projects
Full Time Equivalent	1.0
Output Group	Human Resources
Branch	HR Operations
Supervisor	Director, Human Resources
Direct Reports	2
Location	Hobart
Position category and funding	A069