

Department of Police and Emergency Management

STATEMENT OF DUTIES



Title	Manager, Partnering and Employment Services
Position Number	003461
Business Unit	People and Culture
Branch / Section	Partnering and Employment Services
Location	Hobart
Immediate Supervisor	Director People and Culture
Award	Tasmanian State Service Award
Employment Conditions	Permanent, full-time
Classification	Band 8

Focus:

The Manager, Partnering and Employment Services is responsible for providing strategic direction and leadership to the partnering and employment services function and providing high level, expert advice relating to the management of a broad range of strategic workforce management, recruitment, employment, and employee relations matters.

The Manager is responsible for leading initiatives that drive a strong service culture and working in partnership with DPFEM units and service arms to provide comprehensive advice and solutions that meet operational need on a range of complex matters.

The Manager is responsible for leading a team of people and culture professionals and the delivery of the team's work program.

Primary Duties:

- Lead a high quality, responsive service to DPFEM service arms and business units on strategic workforce management, recruitment employment and employee relations matters, ensuring compliance with

the Tasmanian State Service employment framework and DPFEM policies and procedures.

- Provide high-level support, advice, and case management services, including coaching to DPFEM Executive, senior leaders, managers and workers on employment matters and the review and resolution of employee and volunteer grievances and people management matters.
- Lead the design, development and implementation of contemporary strategies, policies, procedures, and initiatives that contribute to building organisational capability.
- Develop, implement, and maintain plans/policies, quality assurance measures and procedural guidelines to ensure the accurate interpretation and implementation of relevant legislation, award provisions and people management / employee relations policies and practises.
- Lead the provision of effective establishment management through job design, job analysis, and evaluation and monitoring of contractual requirements. Conduct and participate in organisational classification reviews, including for Senior Executive Service positions and make appropriate recommendations.
- Lead the coordination of reporting on partnering and employment services matters. Identify and analyse risks, emerging trends, and patterns, consider potential impacts, and provide recommendations for solutions.
- Undertake complex research and analysis and prepare high level correspondence, reports, briefings, and strategy documents to support recommendations.
- Represent People and Culture and DPFEM in a range of forums and working groups. Deal with complex enquiries and negotiate and liaise with a wide range of stakeholders.
- Participate in and contribute toward overall planning, problem solving and direction of People and Culture in line with strategic and corporate objectives.

Scope of Work:

The Manager, Partnering and Employment Services is responsible for leading the provision of a responsive advisory and partnering service to service arms of DPFEM, namely Tasmania Police, Tasmania Fire Service, State Emergency Service, Forensic Science Service Tasmania and Business and Executive Services.

The Manager operates at a strategic level and leads and manages the performance and development of staff to ensure that the advice and assistance provided is fit for purpose and delivers positive organisational wide outcomes.

The occupant will be required to stay abreast with current best practice human resource management, legislation, and practices as they will rely on their expert knowledge to provide authoritative advice.

The role has a strong client focus and is required to work flexibly and collaboratively across the People and Culture team to meet business needs and deliver an integrated service and advice.

Direction and Supervision:

Broad objectives and priorities are determined in conjunction with the Director People and Culture.

The occupant of this position is expected to work with high level autonomy and is expected to determine the direction and management of their day-to-day work and that of the team. The occupant will be expected to effectively determine priorities, exercise high level initiative and judgement.

Selection Criteria:

1. High level knowledge and understanding of contemporary people and culture, employment, and people management practices, with extensive experience in the provision of high-level consultancy and advice services to managers and employees.
2. Demonstrated high level strategic, conceptual, analytical, and creative skills, with a proven ability to identify relevant issues and priorities and formulate options and appropriate recommendations.
3. Demonstrated stakeholder engagement and interpersonal skills, with the ability to effectively negotiate, resolve conflict, provide authoritative advice, shape strategic thinking, and build relationships at all stakeholder levels.
4. Highly developed written communication skills, with the ability to communicate effectively across a variety of audiences and produce clear, accurate and concise policies, reports, briefings, correspondence, strategies, and other documentation.
5. Demonstrated high level management and leadership skills with the ability to contribute to a positive team environment and achieve results through others in an environment subject to competing priorities, ambiguity, and change.

Qualifications and Experience:

Desirable:

- Relevant tertiary qualification, or equivalent experience in human resources or a related discipline.
- A current drivers licence.

Essential Requirements:

Pre-Employment Checks

The Head of the State Service has determined that a person nominated for appointment to this position is to satisfy a pre-employment check before taking up the appointment, promotion, or transfer. Any relevant serious criminal offence or repeated serious offences over any period, which are not mitigated by additional information, may provide grounds for declining an application for appointment. Such offences would include, but are not limited to:

- Arson and fire setting;
- Sexual offences;
- Dishonesty (e.g. theft, burglary, breaking and entering, fraud);
- Deception (e.g. obtaining an advantage by deception);
- Making false declarations;
- Violent crimes and crimes against the person;
- Malicious damage and destruction to property
- Trafficking of narcotic substance;
- False alarm raising.

Code of Conduct:

The State Service Code of Conduct, which is contained in Section 9 of the *State Service Act 2000* (the Act), reinforces, and upholds the State Service Principles (s7) by establishing standards of behaviour and conduct that apply to all employees, including the person undertaking these duties, senior officers and Heads of Agency.

Environment and Conditions:

The Department of Police, Fire and Emergency Management (DPFEM) is an agency created under the *State Service Act 2000*. It consists of four operational services: Tasmania Police, Tasmania Fire Service, State Emergency Service and Forensic Science Service Tasmania. The operational services are supported by a range of support functions.

DPFEM strives to provide services that are responsive, socially inclusive and focused on policing, emergency response, community preparedness and emergency management outcomes that contribute to a safe and secure community. The services are delivered by sworn Police Officers, State Service employees (including firefighters and support staff) and volunteers. DPFEM works to make our community safe through the provision of a range of different emergency services and improve our understanding and respect for our diverse community values and lifestyles.

DPFEM wants a safe workplace where employees work in a manner that reflects the organisational values. The person undertaking these duties is expected to actively participate in developing and maintaining safe work practices and to behave in a manner consistent with the organisational values.

DPFEM is committed to building inclusive workplaces and having a workforce that reflects the diversity of the community we serve. We do this by ensuring that the culture, values, and behaviours of DPFEM enable everyone to be respected in the workplace and to have equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

DPFEM does not tolerate violence, especially violence against women and children.

The working environment is largely office based; however intra-state travel may be required. During emergency incidents, the person undertaking these duties may be required to provide support for the emergency incident.

Employees can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Terms and conditions of employment are in accordance with the Tasmanian State Service Award.

Approved

Erin Baker
DIRECTOR, PEOPLE AND CULTURE
BUSINESS AND EXECUTIVE SERVICES

Date: August 2023