

Statement of Duties

Department of Premier and Cabinet

As at 29 October 2024

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| Position title: | Senior HR Consultant – Culture and Capability |
| Position number: | 002437 |
| Award/Agreement: | Tasmanian State Service Award |
| Classification level: | General Stream – Band 6 |
| Division/branch/section: | Office of the Secretary, Human Resources |
| Full Time Equivalent (FTE): | 1.00 |
| Location: | Hobart |
| Position status: | Fixed Term – 12 months |
| Ordinary hours per week: | 36.75 |
| Supervisor: | Manager Culture and Capability |

Agency/Department values:

Department of Premier and Cabinet (DPAC) values underpin our culture and guide our decision making and behaviour. Our values are:

Excellence

We strive for excellence at all times.

Customer-focused

Our customers are at the centre of what we do and how we do it.

Working together

We support and respect one another and work with others to achieve results.

Being professional

We act with integrity and are accountable and transparent.

Respect

We treat everyone with respect and kindness.

For more information about DPAC visit www.dpac.tas.gov.au.

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Division profile:

The Office of the Secretary reports to the Associate Secretary and provides a critical service in supporting the dual roles of the Secretary of DPAC and the Head of the State Service (HoSS). It has six streams: OTS Executive and Government Services; Budget; Finance and Property Services; Human Resources; TSS HRIS Transformation; TSS Review; and Motion for Respect.

Human Resources provides a comprehensive suite of human resource management and advisory services to its clients. The service incorporates payroll, leave, workforce reporting, policy development, performance management, professional development, recruitment and selections, industrial relations, workers compensation and work health and safety. Human Resources also provides a payroll service to Government House.

Position objective:

Reporting to the Manager Culture and Capability, this strategic human resources role will assist with the delivery of the DPAC Strategic Plan. The role will play a key role in supporting the delivery of strategic human resources initiatives including:

- organisational culture and values
- learning and capability development
- diversity, equity and inclusion
- strategic planning
- change management
- employee engagement, reward and recognition
- policy development
- employee wellbeing

The role is required to work flexibly across the various work areas to meet existing and emerging priorities.

Duties:

1. Provide subject matter expertise and advice to the Culture and Capability team regarding the work program, with a focus on supporting the team and engaging in professional learning to continuously improve knowledge of contemporary practice and building internal capability.
2. Oversee the implementation of key organisational culture and capability projects and initiatives, including managing the planning, development, and implementation of projects within assigned resources and agreed timeframes and outcomes.

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3. Research, review and analyse current and emerging trends in relation to human resource and organisational development matters, to identify improvement strategies to maintain employee engagement.
4. Collaborate and consult with stakeholders to support the successful design and delivery of transformative change initiatives across the Department.
5. Manage effective relationships with relevant stakeholders, both internally and externally, and represent the Agency at whole of government forums on people development initiatives directed towards improving whole of service capability.
6. Prepare high level correspondence, reports, briefing papers, presentations, and promotional material to stakeholders on project initiatives and outcomes.
7. The incumbent 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.

Level of responsibility:

Reporting to the Manager, Culture and Capability this is a role which offers a broad range of duties and opportunities for growth and development. The role supports various human resources activities, and the incumbent will be expected to demonstrate agility, initiative and drive, and to take responsibility for delivering their work priorities.

The position is also expected to develop and manage effective working relationships with stakeholders, undertake consultation processes, and adopt a collaborative approach to work.

The incumbent will champion a child safe culture that upholds the National Principles for *Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.

Reporting structure:

The position operates with autonomy and broad direction provided by the Manager Culture and Capability.

Selection criteria:

1. Experience contributing to culture and capability strategy, and the development, implementation and evaluation of culture and capability projects, policy, programs, initiatives, and activities.
2. Significant experience applying the principles and practices of contemporary project management and implementation processes, with demonstrated ability to lead a project team to achieve outcomes with a whole of agency focus.

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3. High-level organisational skills, with the proven ability to coordinate and facilitate a variety of activities, plan and complete work activities within tight time frames and lead, mentor and motivate a small team to deliver outcomes.
4. Highly developed stakeholder management skills, including the ability to work collaboratively, build effective partnership, influence as required and the ability to gain the cooperation of stakeholders on a diverse range of topics in an environment of change.
5. High level written communication skills, including the ability to clearly build a case for change, articulate options, and a preferred course of action.
6. Demonstrated initiative, flexibility, and creativity in identifying business improvement opportunities and developing practical options and recommendations to resolve problems and improve service delivery.

Desirable requirements:

N/A

Essential requirements:

N/A

State Service Principles and Code of Conduct

Employees should familiarise themselves with the State Service Principles (view at thelaw.tas.gov.au website) and must work to ensure the Principles are embedded into the culture of the Agency and that the Principles are applied to all Agency decision making and activities.

The State Service Code of Conduct (view at thelaw.tas.gov.au website) complements the State Service Principles. It outlines the behaviours and performance expected of State Service employees, including acting appropriately in the course of their duties and maintaining the confidence of the community in the activities of the State Service.

Working environment

DPAC is committed to having a diverse and inclusive workforce where all employees feel welcomed, safe and supported. Our employees are diverse in gender, languages, ethnicity, cultural background, age, sexual orientation, and religious beliefs. They also are diverse in their skills and qualifications, where they live and work, their life and work experiences, personality, abilities, family and caring responsibilities, and their experience of disability. We recognise the unique skills and knowledge that Aboriginal employees bring to the workplace. We value and encourage the diversity of thought that our employees bring.

The Department of Premier and Cabinet is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people. The Department is committed to the safeguarding and protection of welfare

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and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation.

We will employ the right people. We will embed a culture of self-reflection and continuous improvement. We will have the courage to change what needs to be changed. We will regularly review our policies and structures through a child and youth safety lens. Our people will be equipped with the skills to recognise and respond to signs of harm. We are growing a culture where everyone takes responsibility, shares information, and speaks up if something doesn't seem right. Together, we're creating a place where all children and young people are safe from harm.

DPAC does not tolerate discrimination, harassment or bullying in the workplace. We have a culture of zero tolerance towards violence, including any form of family violence. We will take an active role to support employees and their families by providing a workplace environment that promotes their safety and provides the flexibility to support employees to live free from violence.

There are a range of flexible work options available to support employees to achieve work/life balance, and workplace adjustments are available to accommodate individuals' needs in the workplace.

Workplace health and safety:

The Department is committed to sustaining an environment and culture that provides for the health, safety and wellbeing of all its workers, by complying with the requirements of the *Work Health and Safety Act 2012* and the *Work Health and Safety Regulations 2012*.

Within the remit of the role, actively participate in and contribute to the Work Health and Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

Our goal is to be recognised as an exemplar with regard to work health, safety and wellbeing throughout the State Service.

Every employee at DPAC has an obligation to:

- Comply with safe work practices;
- Take reasonable care of the health and safety of themselves and others;
- Comply with any direction given by management for health and safety;
- Report all accidents and incidents in a timely manner; and
- Report all known or observed hazards.

If this position has supervisory responsibilities, additional responsibilities are to provide and maintain as far as possible:

- A safe working environment;

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- Safe systems of work;
- Information, instruction, training and supervision that is reasonably necessary to ensure employees are safe from injury and risks to health; and
- A commitment to continually improve our performance through effective safety management.