

Department of State Growth

Statement of Duties

Position Title:	Organisational Culture and Capability Consultant
Position number:	005149
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream Band 6
Division/branch/section:	Business Services / People and Culture
Location:	South
Employment status:	Flexible
Supervisor:	Manager, Organisational Culture and Capability

Position Objective

Working with the Manager, Organisational Culture and Capability, this role leads aspects of the Department's culture development and organisational capability functions. The role is responsible for the development and delivery of a wide range of projects, programs, and initiatives that enable organisational capability building and a constructive culture to embed positive change within the Agency.

Major Duties

- Provide coordination, support and lead some aspects of the development, implementation and review of projects and initiatives in relation to a range of culture development and organisational capability strategies considering contemporary practice and State Service policy developments.
- With broad direction and guidance, lead the review and delivery of an integrated recruitment framework. Continue to focus on supporting the Agency to engage in contemporary recruitment practices and the consideration of tools and technologies to continually improve our talent management and attraction processes aligned to the Agency Workforce Strategy.
- Participate, contribute and work collaboratively across the People and Culture branch to develop policies and implement strategies; develop and facilitate integrated and cohesive services to meet business needs.
- Undertake research, review and analysis of current and emerging trends in relation to contemporary human resource and organisational development priorities, to identify improvement strategies to maintain employee engagement and enhance employee experience.

- Manage effective relationships with relevant stakeholders, both internally and externally, and at times represent the Agency at whole of government forums on people development initiatives directed towards improving whole of service capability.
- Prepare high level correspondence, reports, briefing papers, presentations, and promotional material to stakeholders on project initiatives and outcomes.

Scope of Work: (Responsibility, Decision-Making and Direction Received)

The role reports to the Manager Organisational Culture and Capability and is required to operate with a high level of autonomy and is expected to exercise initiative and professional judgement across the spectrum of their responsibilities.

The occupant will model behaviours that evidence commitment and support to the goals of People and Culture and the Agency, including the Agency values and displaying a collaborative and supportive communication style in undertaking all aspects of the role.

The occupant will be required to stay abreast of contemporary human resource and organisational development practices to inform the delivery of culture and capability initiatives. As a member of People and Culture team and broader Business Services Division, the occupant will take a whole-of-agency and whole-of-government perspective and work flexibly and collaboratively to maximise organisational culture and capability opportunities across the Agency.

Selection Criteria (Knowledge and Skills):

1. Proven experience in contributing to and delivering contemporary culture and capability initiatives and activities, ensuring those programs and projects to have lasting positive impacts on employee experience and cultural enhancement.
2. Sound knowledge and understanding of the principles and practices of contemporary project management and implementation processes, including leading project planning, timing, and resources required to meet whole of agency and whole of government requirements particularly across culture and capability priorities.
3. High level research skills and data analysis, with the proven ability to present information and lead discussion across working groups and stakeholders around recommendations on contemporary culture and capability initiatives.
4. Demonstrated stakeholder engagement skills, including the ability to work collaboratively and build effective partnerships. Facilitate conversations and discussion and influence within and outside of the Agency across a diverse range of topics in an environment of change.
5. Professional and credible communication skills, including the ability to write clearly, build a case for change, articulate and present options, identify risks and impacts and recommend a preferred course of action.

6. Demonstrated initiative, flexibility, and creativity in identifying business improvement opportunities and developing contemporary, practical learning forums to support development across the Agency.

Position Requirements

Pre-employment

- Nil

Essential

- Nil

Desirable

- Successful completion of tertiary qualification in human resources management and/or organisational or a related field.

Working at State Growth

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation, and infrastructure. We support the delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The [department's website \(http://www.stategrowth.tas.gov.au/\)](http://www.stategrowth.tas.gov.au/) provides more information.

Our department is a diverse, inclusive, and flexible workplace that enables our people to contribute to their full potential. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our clients with respect.

State Growth is a values-based organisation. Our aim is to attract, recruit and retain people who will uphold our values and are committed to building a strong values-based culture. Our values and behaviours reflect what we consider to be important, that is

Our people who are at the heart of the organisation; *our decisions* which are based on sound principles; and *our clients* who are at the centre of what we do.

We have the **Courage to Make a Difference** through:

- **Teamwork** – our teams are diverse, caring, and productive
- **Respect** – we are fair, trusting, and appreciative
- **Excellence** – we take pride in our work and encourage new ideas to deliver public value
- **Integrity** – we are ethical and accountable in all we do

We are committed to high standards of performance relating to Workplace Health and Safety and all employees are expected to participate in maintaining safe working conditions and

practices. State Growth has zero tolerance to violence, including violence against women and any form of family violence. We will take an active role to support employees and their families by providing a workplace that promotes their safety and provides the flexibility to support employees to live free from violence.

All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to (*State Service Act 2000*). These can be located at State Service Management Office (www.dpac.tas.gov.au/divisions/ssmo)