

Tasmania Prison Service

Recruitment Manager – Statement of Duties

Objective

The position manages the delivery of end-to-end recruitment services and strategic recruitment planning, policies and programs, for the Tasmania Prison Service (TPS).

Duties

- Facilitate the delivery of end-to-end recruitment services for all roles in the TPS, including the identification, attraction, conducting assessment centres, interviews and selection of candidates.
- Manage the development and implementation of strategic TPS recruitment plans, in line with the DoJ Recruitment and Selection Policy and the Tasmanian State Service employment framework.
- Develop and drive a continuous improvement approach by ensuring that recruitment processes undertaken are contemporary, best fit, and continue to meet requirements set out within recruitment and workforce plans.
- Utilise a variety of recruitment and selection tools for allocated recruitment activities which focus on delivery and alignment to recruitment strategies and policies.
- Build knowledge and awareness of best fit recruitment and selection across the TPS, by coaching, enabling, and supporting Hiring Managers to assist in the delivery of recruitment and selection processes including advice on complex recruitment issues.
- Lead and manage change processes, including to undertake effective stakeholder engagement and consultation, associated with the implementation of new recruitment and selection initiatives.
- Work collaboratively with TPS Hiring Managers and HR Recruitment and Organisational Development and Design teams in the Human Resources Branch to design and evaluate TPS roles and team structures, in line with relevant classification standards.
- Coordinate the maintenance and updates as required of the TPS Establishment list in conjunction with Department's HR team.

- Perform other assigned duties within the knowledge, skills and experience expected at the classification level.

Level of responsibility

This position is responsible for:

- The delivery of efficient and quality end-to-end recruitment services and the effective design and implementation of strategic recruitment plans across the TPS.
- Managing WHS for the work area in accordance with the WHS Act, including to:
 - Periodically review the work area with other staff to assess WHS, including to regularly monitor any processes that relate to the safety or safeguarding of children, young or vulnerable people;
 - reviewing hazards and incident reports and actioning in a timely and effective manner; and
 - assessing and managing risk for work activities undertaken
- Contributing to the Department's values-based culture by demonstrating values of Integrity, Respect, Accountability, Inclusive and Collaborative, and leading your team in a values-based manner, including to ensure team members uphold and role model the values.
- Demonstrating emotional intelligence and be aware of the impact you have on the people you manage/lead.
- 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.

Direction and supervision received

- This position works with a significant degree of autonomy in day-to-day activities and receives occasional general guidance from the Assistant Director HR, TPS.
- The occupant is expected to work with considerable independence to determine priorities, approach, and to achieve objectives in a complex, specialised environment.
- The occupant is expected to work closely with the Recruitment and Staffing Services and Organisational Development and Design teams of the Department's Human Resources Branch.

Selection criteria

1. Significant experience in managing and conducting contemporary recruitment and complex selection practices.
2. Significant experience in contemporary human resource management, including the application of relevant human resources legislation, industrial instruments, policies and procedures.
3. High level communication and interpersonal skills including consultation, negotiation, liaison and conflict resolution skills and the ability to gain the cooperation of a diverse range of stakeholders in an environment of change.
4. Demonstrated high level conceptual, analytical and research skills, including the ability to identify relevant issues and priorities, and provide recommendations and solutions.
5. Demonstrated ability to produce clear, concise written documents such as reports, policies and associated documentation.
6. Proven self-management skills, including a demonstrated capacity to work to deadlines and coordinate a variety of tasks with competing priorities.
7. Demonstrated ability to understand and apply the requirements of relevant WHS legislation in areas of responsibility.

Essential requirements

- Nil

Desirable requirements

- Tertiary qualifications in Human Resources or a related discipline.
- Current driver's licence

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	Recruitment Manager
Number	357668
Award	Tasmanian State Service Award
Classification	General Stream, Band 6
Division	Tasmania Prison Service
Full Time Equivalent	1.0
Output Group	Tasmania Prison Service
Branch	Human Resources and Staff Training Unit
Supervisor	Assistant Director, Human Resources, TPS
Direct Reports	1
Location	Risdon Prison Site
Position category and funding	A271