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| Department of Health Statement of Duties | 2011-03-07 - 2010_TAS_Gov_Logo |
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| Position Title: HR Consultant - Employment and Organisational Design | **Position Number:** 524515 | Effective Date: |
| Group and Unit:  Human Resources – HR Services | | |
| Section: Recruitment | **Location:** South | |
| Award: Health and Human Services  (Tasmanian State Service) | **Position Status:** Permanent | |
| **Position Type:** Full Time | |
| Level: Band 6 | **Classification:** General Stream | |
| Reports To: Director – HR Services | | |
| Check Type: Annulled | Check Frequency: Pre-employment | |

*NB. The above details in relation to Location, Position Status and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.*

#### Focus of Duties:

As a senior member of the HR Services team, the HR Consultant - Employment and Organisational Design:

* leads the recruitment and organisational design teams to support the provision of an integrated quality service to the Department of Health.
* supports employment and organisational design best practice through the implementation of legislation, policy and procedures.

#### Duties:

1. Lead the delivery of a high-quality integrated client service by overseeing:
   * organisational design and establishment management activities across the Department
   * recruitment and selection services across Department portfolios.
2. Provide day-to-day leadership, development, practical guidance, supervision and direction to team members to enable core business to be delivered and a high standard of proactive, client-focused service maintained.
3. Provide specialist advice on a range of complex employment and organisational design policy and procedure issues to support consistent and high-quality service provision.
4. Establish and strengthen relationships with stakeholders and clients to understand their employment needs and develop and recommend appropriate solutions.
5. Prepare complex correspondence and documentation in liaison with the Office of the Secretary, the State Service Management Office, the Department’s Industrial Relations unit and other key internal stakeholders.
6. Apply high-level expertise in relation to the classifications of duties performed in the Department as outlined in Statements of Duties.
7. Lead and deliver employment and establishment related projects that enable continuous improvement.
8. Actively participate in and contribute to the organisation’s Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives and related training.
9. 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.

#### Scope of Work Performed:

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| The HR Consultant - Employment and Organisational Design:   * works autonomously under the broad direction of the Director – HR Services * provides high level, proactive support and leadership to a team to ensure a high standard of client service is delivered and Agency objectives are achieved * exercises delegations as assigned to the position * complies at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment. |

#### Essential Requirements:

*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment.   It is the employee’s responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.*

* The Head of the State Service has determined that the person nominated for this job is to satisfy a pre‑employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
   1. crimes of violence
   2. sex related offences
   3. serious drug offences
   4. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

#### Desirable Requirements:

* Relevant tertiary qualifications or equivalent experience.

#### Selection Criteria:

In the context of the focus of duties and in relation to the delivery of health services please address the following capabilities:

#### Personal Attributes

In a human resource context, show judgement, intelligence and common sense with demonstrated professionalism, leadership, integrity, reliance and self-awareness.

#### Relationship Building and Maintenance

Demonstrated capability to lead and supervise a team and nurture internal and external relationships, facilitate cooperation and value difference and diversity.

#### Job Skills

Demonstrated high level experience in:

* human resources, including sound interpretation and application of employment and regulatory frameworks and organisational design principles
* delivering effective and efficient client services and negotiating outcomes in a high-volume, complex and time sensitive environment
* undertaking research and analysis and preparing high level documentation
* leading a team to deliver a positive outcome through an approach that includes identifying and implementing solutions that support continuous improvement

#### Outcomes/Deliverables

Demonstrated ability lead a team and work within a legislative framework to problem solve and deliver quality task and project outcomes that are both timely and compliant.

#### Working Environment:

The Department of Health (DoH) is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

*State Service Principles and Code of Conduct:* The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles outline the way that employment is managed and the standards expected of those who work in the State Service. The Code of Conduct reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers.

The *State Service Act* *2000* and associated Employment Directions can be found on the State Service Management Office’s website at <http://www.dpac.tas.gov.au/divisions/ssmo>

*Fraud Management*: The DoH has a zero tolerance to fraud.  Officers and employees must be aware of, and comply with, their Agency’s fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Chief People Officer or to the Manager Internal Audit.   The DoH are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*.  Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000.*

*Delegations:* This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary.  The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.  The DoH has a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency’s fraud policy and reporting procedures.

*Blood borne viruses and immunisation:* Health Care Workers (as defined by DoH policy) with the DoH are expected to comply with the Agency’s policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

*Records and Confidentiality:* Officers and employees of the DoH are responsible and accountable for creating proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.