

Department of State Growth

Statement of Duties

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| Position Title: | Advisor |
| Position number: | 372147, 424560, 425011 |
| Award/Agreement: | Tasmanian State Service Award |
| Classification level: | General Stream Band 4 |
| Division/branch/section: | Business Services/ People and Culture |
| Location: | Hobart |
| Employment status: | Flexible |
| Supervisor: | Team Leader, Operational Services |

Position Objective

Provide an advisory and support service to clients on the day-to-day People and Culture functions with a focus on payroll, conditions, workers compensation, recruitment and establishment management.

Major Duties

- Provide an efficient, accurate and timely payroll service ensuring compliance with relevant legislation and industrial arrangements.
- Undertake recruitment and establishment management activities and provide advice and support to managers on agency processes.
- Assist in the development and implementation of human resource information systems functionality and processes with a focus on continual improvement to meet business needs.
- Effectively manage the processing of workers compensation claims, including claims management and return to work programs.
- Provide advice and assistance to a range of stakeholders on legislation, award interpretation and agency policies and procedures.
- Assist in the development, implementation and review of HR policies and procedures as required.

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

Under general direction from the Manager Operational Services, this role is responsible for the efficient and accurate delivery of day to day People and Culture operational functions. This role will also receive direction and support from the Team Leader, Operational Services.

The occupant is expected to exercise independent judgement and autonomy in setting work priorities and achieving objectives. The occupant is expected to use initiative and establish co-operative relationships with team members and diverse range of stakeholders.

This role has a strong client service focus and is expected to work collaboratively and flexibly within the broader People and Culture team, contributing to the overall achievement of the Branch's objectives.

Regular liaison is required across the Agency with managers, employees and external organisations.

Selection Criteria (Knowledge and Skills):

- Well-developed knowledge of and experience working in a contemporary human resources environment, in one or more the following areas - payroll, recruitment, establishment management and workers compensation.
- Well-developed knowledge and understanding of State Service legislation and procedures and experience in the delivery of high level client services or a demonstrated capability to develop such knowledge within a reasonable timeframe.
- Well-developed conceptual, research and analytical skills and demonstrated capacity to interpret and solve problems and find appropriate solutions.
- Well-developed written and interpersonal skills, negotiation and conflict resolution skills, with the ability to liaise with a range of stakeholders.
- Demonstrated high level organisational skills and initiative with proven experience in managing competing timeframes and working in an environment of ambiguity and change.
- Demonstrated experience in the use of HR information systems and demonstrated ability to adapt to a changing operational and technological environment.

Position Requirements

Pre-employment

- Nil

Essential

- Nil

Desirable

- Nil

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)
