

HUMAN RESOURCES SUPPORT OFFICER

CORPORATE AND GOVERNANCE DIVISION/ HUMAN RESOURCES BRANCH

Why work for us

The work you will undertake is varied and interesting. We contribute to major government activities that improve the wellbeing of Tasmanians and support the Government's management of the State's financial position.

We are a flexible, diverse, inclusive, and supportive workplace with a strong values-based and team orientated culture. For more information about Treasury and what our staff have to say about working for us, visit our website: <https://www.treasury.tas.gov.au/about-us/careers>

The position

This role provides operational support to the Human Resources team. You will be proactive and initiate and undertake a range of high level administrative tasks related to Learning and Development, Work Health and Safety and Wellbeing (WHS) and the Treasury Cadet and Graduate Program.

What you will work on

- Support Treasury's learning and development programs including scheduling and organising workshops (face to face, online and hybrid), room set up and coordinating activities on the day which will include some manual handling tasks.
- You will liaise and communicate with a diverse range of internal and external stakeholders, administer and deliver HR induction and on-boarding for new Treasury employees.
- Support the WHS functions including administration of the WHS committee and Health and Safety Representatives, injury management programs and processing of workers compensation.
- Work with electronic media and HR systems to research, gather and analyse data information. You will support the administration of Treasury's eLearning platform, prepare accurate data input, HR reports and metrics using Microsoft Excel and other systems, maintaining internal and external websites and develop new content and news stories.
- Provide general administrative support for the HR team and our committees including the Diversity and Inclusion Committee, Treasury's Contact Officer Network and the Cadet and Graduate Committees. This will include preparing agendas, committee papers, minutes and correspondence.
- Perform other allocated duties as required.

Responsibility, direction and supervision

You will receive general instruction from your supervisor on complex tasks. You will work on a range of diverse tasks which require specialised administrative skills. You will use independent judgement on routine matters and apply creativity and initiative to provide solutions to non-standard issues. You may be asked to provide instruction, guidance, and feedback to less qualified or experienced employees.

You will display and promote behaviours that are compliant with: ethical standards; the State Service Code of Conduct and Principles; relevant Work Health and Safety Legislation; policies, procedures and guidelines issued by the Department; and adherence to the principles of equal employment opportunity.

Skills and experience

Our selection panel will assess your skills, experience and ability to perform the role using the following criteria:



COMMUNICATE

- Prepare well written and accurate documents.
- Deliver clear and succinct ideas and information.
- Listen to others and respond appropriately.



MANAGE OUTPUTS

- Organise, schedule, prioritise, and complete assigned tasks.
- Deliver work with a client focus.



CONCEPTUALISE/ANALYSE/APPLY JUDGEMENT

- Use judgement when applying practices and procedures.
- Use initiative to resolve operational issues and make appropriate decisions about your work.
- Provide operational advice and information.



TEAM /LEADERSHIP/BEHAVIOURS

- Instruct and guide others on tasks and procedures.
- Work effectively in a team and share ideas to improve practices and procedures.
- Behave in line with Treasury's values.



TECHNICAL/PROFESSIONAL

- Demonstrate knowledge, skill and ability required for the role
- Desirable - a relevant qualification or equivalent experience.

Our values

Treasury strives to create a respectful work environment, free from inappropriate and disrespectful workplace behaviours, including discrimination, bullying and harassment. Our values guide our behaviour:

INTEGRITY

Builds confidence, trust and self-respect, and is the foundation of open and honest communication.

EXCELLENCE

Challenges us to give our best and brings us recognition.

RESPECT

Recognises the value of us all and the contribution we all make.

CAMARADERIE

Creates a fun and supportive place to be.

PASSION

Inspires us to achieve great things.

All employees must adhere to the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct (*State Service Act 2000*). These can be found at

www.dpac.tas.gov.au/divisions/ssmo

Hours Per Week: Flexible up to 73.50 hours per fortnight

Supervisor/Reports to: Human Resources Officer

Direct Reports: No

Employment: Permanent

Award/Classification: Tasmanian State Service Award General Stream Band 3

Location: Hobart

Position Number: 724735

Approved by: Celia Medina, Manager Human Resources

Date: 21 June 2024

