

Advisor – Job Design

STATEMENT OF DUTIES

JANUARY 2024

Number	978444, 976577
Portfolio	Business Operations and Support
Branch	People Services and Support
Section/Unit/School	Recruitment and Employment
Supervisor	Manager - Recruitment Operations
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 5
Employment Conditions	Permanent/Fixed-term, Full-time 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave.
Location	South

Context

The HR Recruitment and Employment team provide statewide advice and support to stakeholders in relation to all recruitment functions undertaken within the Agency. This includes the comprehensive management of recruitment activities that support the beginning of the employee's life cycle, and further encompasses functions such as job design, recruitment, advertisement, job attraction and retention.

Primary Purpose

Provide high-level advice, support and client-focused services to managers and employees, in relation to job and organisational design analysis, classification functions and associated assessments for all employee cohorts within the Agency. The role will ensure the effective and efficient application of establishment management principles and associated frameworks to ensure organisational consistency within and across Agency.

Level of Responsibility/Direction and Supervision

Responsible for the provision of accurate and comprehensive advice, support and recommendations in relation to job design, analysis and assessment for assigned classifications and in finalising statements of duties in line with organisational structures and industrial, administrative and statutory frameworks.

The occupant will apply considerable initiative and judgement in making informed decisions and recommendations that provide solutions for client issues and service delivery requirements.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties

1. Provide an advisory service to managers and employees of the Agency on a range of organisational design principles, practices and associated issues, with a focus on job design and organisational structures.
2. Provide recommendations and advice including, evaluation and maintenance regarding Statements of Duties, ensuring compliance with contemporary employment legislation and industrial provisions, and consistency with established internal standards and comparative assessments
3. In consultation with the supervisor, participate in and support organisational design reviews, assisting with restructures as required, together with data analysis and establishment management within Human Resources Information Systems.
4. Establish and strengthen relationships with stakeholders and clients, understand their organisational design and employment job design needs and recommend appropriate solutions.

5. Undertake research and analysis to ensure job design, establishment and classification, activities meet Agency and legislative requirements and undertake regular reviews of processes, systems and resources to support continuous improvement.
6. Develop, design and implement new operational guidelines, processes, systems and resources which support the effective and efficient delivery of service.
7. In conjunction with the supervisor, evaluate client needs and plan, prepare and deliver process documentation and training in relation to organisational design and job classification, and contribute to the development and implementation of relevant Human Resource policies and processes that respond to and meet service delivery requirements.
8. 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.
9. In accordance with the Work Health and Safety Act 2012 the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Demonstrated experience and a sound working knowledge of job design, classification and establishment principles, with an understanding of the consequences of organisational change on the job design and establishment management processes, coupled with the ability to accurately interpret and apply awards, agreements and policy documents.
2. High-level experience in the interpretation, collection and analysis of data from information management and Human Resource systems, to resolve complex position and organisational design-based queries.
3. High-level interpersonal and communication skills, with the proven ability to liaise and negotiate effectively with a wide range of stakeholders and produce a range of high-quality documentation and correspondence including classification assessments, reports, minutes and statements of duties.
4. Highly developed research, analytical, evaluation and problem-solving skills, with the proven capacity to identify, assess and respond to changes in guidelines, policies, systems and organisational requirements.

5. Demonstrated organisational skills, attention to detail, flexibility, initiative and self-motivation, with the ability to work constructively as a member of a multi-skilled team whilst independently managing and prioritising an assigned workload, within an environment that is subject to work pressure, competing priorities, ambiguity and change.
6. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

-
- | | |
|------------------|---|
| Essential | <ul style="list-style-type: none">• Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment). |
| Desirable | <ul style="list-style-type: none">• Nil |

Working within the Department for Education, Children and Young People

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. 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. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 520040, Manager – Recruitment Operations – February 2024

Request:

Date Duties and Selection Criteria Last Reviewed: 01/24 VRH
