

Statement of Duties - Coordinator, Culture & Capability

Objective

To support implementation of programs and initiatives that enhance organisational culture and employee capability through learning & development, and to deliver job design and assessment work.

Duties

- Support the management of learning and development activities, including to conduct research and analysis to identify, collate, and customise external learning, development and training resources for internal use
- Support the management of the Diversity, Equity, and Inclusion governance structure, including to coordinate committee and reference group meetings and perform associated secretariat functions as required
- Coordinate the logistics and delivery of learning programs, including: provider management and engagements, room or venue bookings, participant management and care, and associated communications
- Administer the DoJ learning management system, including to answer employee queries, run reports, and upload/edit materials within the system as required
- Undertake classification reviews through undertaking research, assessing, and preparing recommendations through written reports on outcomes, including to provide advice to managers on classification and job design processes
- Perform other assigned duties within the knowledge, skills and experience expected at the classification level

Level of responsibility

- Responsible for the delivery of assigned tasks in accordance with Departmental and Output objectives within allocated resources and agreed timeframes.
- Conducting work in a safe manner that does not put yourself and others at risk and complying with WHS workplace requirements.
- Upholding and demonstrating the values of Integrity, Respect, Accountability and actively contributing to make our workplaces Inclusive and Collaborative.

Direction and supervision received

- Works with a reasonable level of autonomy, initiative, flexibility, and creativity to deliver work, with general direction and guidance provided by the Senior Consultant, Culture & Capability.

Selection criteria

1. Knowledge and experience of contemporary human resource practices, including organisational development and design.
2. High level communication and interpersonal skills, including a commitment to proactive, client-focussed service and with the ability to liaise with a wide range of stakeholders.
3. High level organisational and self-management skills, to coordinate a range of activities and competing priorities simultaneously.
4. Demonstrated ability to undertake basic research and analysis to inform recommendations and produce written documents.
5. Demonstrated ability to work both individually and as part of a team to achieve outcomes in a timely manner.

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	Coordinator, Culture & Capability
Number	357844
Award	Tasmanian State Service Award
Classification	General Stream Band 4
Division	Strategy, Governance and Major Projects
Full Time Equivalent	1.0
Output Group	Human Resources
Branch	Culture & Strategy
Supervisor	Senior Consultant, Culture & Capability
Direct Reports	Nil
Location	Hobart
Position category and funding	A069