

## DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	HR Officer
<b>Position Number:</b>	515165b, 521199a
<b>Classification:</b>	General Stream Band 4
<b>Award/Agreement:</b>	Health and Human Services (Tasmanian State Service) Award
<b>Group/Section:</b>	Human Resources – HR Management
<b>Position Type:</b>	Fixed-Term, Full Time
<b>Location:</b>	North, North West
<b>Reports to:</b>	Senior HR Consultant/Human Resource Manager
<b>Effective Date:</b>	March 2021
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Desirable Requirements:</b>	Qualification in a relevant field or equivalent experience

NB. The above details in relation to Location, Position Type 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.

## Primary Purpose:

Provide support and assistance in the provision of quality, generalist human resource services to managers and employees.

Support the HR team to produce correspondence to and for our clients.

The position works with supervision and support to;

- Interpret and apply human resources practices, policies and protocols; and
- Provide sound advice and support to managers and employees on contemporary HR issues.

## Duties:

1. As a member of the HR team, support the delivery of and communication regarding HR services.
2. Assist in the preparation of documentation including correspondence, reports, Minutes, and briefing notes.
3. Conduct research and analysis, either individually or in conjunction with more senior staff, on a range of human resource issues and assist and provide advice and solutions to support managers and employees on a range of HR issues.
4. Assist in the provision of HR's internal consultancy and advocacy service to managers and employees, demonstrating and promoting a client-service culture.
5. Undertake or assist with specific projects, including supporting the planning, reporting, development, implementation and evaluation, and liaise with a variety of stakeholders in relation to the projects.
6. 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.
7. 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.

## Key Accountabilities and Responsibilities:

The occupant of this position works under the broad direction of the Senior HR Consultant, with further support from HR Consultants and HR Advisors. The occupant is responsible for:

- Ensuring that all work undertaken is thorough, well researched, accurate and timely.
- The occupant will be required to display flexibility, creativity and initiative in supporting the HR team to develop proposals and recommendations for consideration by management.
- Working within established guidelines, systems and processes with guidance from senior staff requiring the application of initiative to support the HR team to develop advice and solutions.
- With respect to non-complex advice, provide advice and support to employees and managers in an accurate and timely manner.
- Assist the HR team to research and develop internal documentation relating to investigations and case preparation, research and advocacy in both State and Federal Tribunals.
- Is expected to demonstrate resilience and persistence in balancing the needs of competing demands while ensuring the delivery of high-quality professional outcomes.
- Where applicable, exercising delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

## Pre-employment Conditions:

*It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

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:
  - a. crimes of violence
  - b. sex related offences
  - c. serious drug offences
  - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

## Selection Criteria:

1. Knowledge and understanding of contemporary human resource management issues, particularly as they relate to workplace relations and performance management issues, or the ability to quickly acquire this knowledge.
2. Demonstrated ability to research and analyse the Tasmanian State Service employment and industrial relations frameworks, practices and procedures with the ability to apply awards, agreements and policy documents to formulate HR advice.
3. Demonstrated sound written communication skills to assist in the production of complex documents that are clear, accurate and concise and which are understandable to non-specialists and, if appropriate, develop logical recommendations considering a range of legislation, protocols, policies, industrial awards and agreements.
4. Demonstrable verbal and interpersonal communication skills including negotiation, and collaboration skills, enabling discussions with a wide range of internal and external stakeholders to gain information or clarify issues, together with the capacity to work effectively as a member of a team.
5. Demonstrated analytical skills used in circumstances where information may be unclear, a variety of outcomes are possible and/or recommendations must take into account established procedures and customer practice.

## Working Environment:

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

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).