

Statement of Duties

Department of Premier and Cabinet

As at 16 October 2024

Position title:	Manager, Workplace Relations
Position number:	003346
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream - Band 8
Group/branch/section:	State Service Management Office
Full Time Equivalent (FTE):	up to 1.0 FTE (flexible options available)
Location:	Hobart
Position status:	Permanent
Ordinary hours per week:	36.75
Supervisor:	Assistant Director

Agency/Department values:

Department of Premier and Cabinet (DPAC) values underpin our culture and guide our decision making and behaviour. Our values are:

Excellence

We strive for excellence at all times.

Customer-focused

Our customers are at the centre of what we do and how we do it.

Working together

We support and respect one another and work with others to achieve results.

Being professional

We act with integrity and are accountable and transparent.

Respect

We treat everyone with respect and kindness.

For more information about DPAC visit www.dpac.tas.gov.au

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Division profile:

The key role of the State Service Management Office (SSMO) is to assist the Premier (as the Employer) to balance the social, economic, cultural and political aims of government through high-quality policy for state service employment management and development.

To achieve this, the office has the following functional responsibilities:

- Workforce Management and Relations – employment policy and programs; industrial relations; workforce planning and reporting, health, wellbeing and safety;
- Workforce Development – training, education and development delivered through The Training Consortium; development of management and leadership programs and coordination of the TSS Scholarship Fund;
- Workforce Reform – performance culture and governance arrangements.

Position objective:

Provide high level advice on the development, implementation and maintenance of relevant and contemporary Workplace Relations and employment related policies, strategies and initiatives according to government policy and Tasmanian State Service objectives.

Provide high level advice and technical expertise on complex matters and provide recommendations to the Deputy Director and Director, State Service Management Office, Agencies and other stake holders on current and emerging Workplace Relations, and employment related issues and develop appropriate responses.

Lead, manage and support the Workplace Relations team in the delivery of a whole of service coordinated approach to Workplace Relations and the management of employment related matters in the Tasmanian State Service.

Provide advocacy and representation services and coordinate and manage whole of service communities of practice, as appropriate.

Duties:

1. Lead and manage the Workplace Relations team to deliver a whole of service coordinated approach to Workplace Relations and employment related matters in the Tasmanian State Service.
2. Manage the workplace relations function and team to deliver the strategic outcomes and priorities as determined for the Tasmanian State Service.
3. Represent the employer on Workplace Relations and employment related matters and provide high level advocacy in relevant employment related jurisdictions as required.

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4. Prepare and coordinate high level research, technical advice and submissions on Workplace Relations and employment related matters including managing and consulting Crown Law, Agencies and other stakeholders.
5. Co-ordinate and establish networks within the Tasmanian State Service and work with Agencies to build capability and develop and implement workplace relations, and employment related projects, programs, reporting and other initiatives.
6. Identify opportunities to establish partnerships with the community and other stakeholders and Agencies to work collaboratively to develop, lead and implement, workplace relations, and employment related projects, programs and initiatives.
7. Undertake and provide advice in relation to all Agencies in Workplace Relation matters relating to the Tasmanian State Service including representing the employer in negotiations for Agreements, and providing advice and guidance to Agencies and preparing complex submissions for Deputy Director and Director State Service Management Office on workplace relations related policies and strategies.
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.

Level of responsibility:

Responsible for accuracy, completeness, relevance and timeliness of advice and procedures associated to whole of services related matters.

Responsible for the development, implementation and reporting of projects, programs and initiatives.

Exercises significant influence on complex and ambiguous matters that may have a high level of political, legal and/or industrial risk.

Responsible for leading and facilitating consultation and facilitating effective and credible relations with Crown Law, legal practitioners and advocates, agency representatives up to and including Heads of Agency and a range of stakeholders

Meeting deadlines and shifting priorities are key requirements, particularly being diverted to unforeseen disputes.

Champion a child safe culture that upholds the National Principles for *Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.

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Reporting structure:

Works under limited supervision of the Assistant Director and/or Deputy Director and may be required at times to work directly to the Director State Service Management Office,

Leadership and day to day management of the Workplace Relations team is the responsibility of the Manager.

Works collaboratively with Agencies and stakeholders to ensure they are engaged to implement Workplace Relations and employment related strategies and initiatives in the Tasmanian State Service.

Selection criteria:

1. High level knowledge and expertise in Workplace Relations related issues, together with an understanding of the Tasmanian State Service employment framework and employment related policies and practices.
2. High level leadership and management skills to achieve objectives of the team within a strategic framework.
3. High level research, analytical and evaluation skills, assessing a variety of outcomes to develop recommendations that may result in the adoption of new policies and procedures.
4. High level communication and liaison skills to provide authoritative advice on complex Workplace Relations and employment related matters.
5. High level negotiation and advocacy skills in representing the employer in relevant jurisdictions.
6. High level capability in stakeholder management, influencing and collaboration, with the ability to establish credibility with the Head of the State Service, Agencies, Office of the Solicitor-General, community, University of Tasmania, external providers and other key stakeholders.

Desirable requirements:

A degree or post graduate tertiary qualification in a relevant discipline.

Essential requirements:

n/a

State Service Principles and Code of Conduct

Employees should familiarise themselves with the State Service Principles (view at thelaw.tas.gov.au website) and must work to ensure the Principles are embedded into the culture of the Agency and that the Principles are applied to all Agency decision making and activities.

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The State Service Code of Conduct (view at thelaw.tas.gov.au website) complements the State Service Principles. It outlines the behaviours and performance expected of State Service employees, including acting appropriately in the course of their duties and maintaining the confidence of the community in the activities of the State Service.

Working environment

DPAC is committed to having a diverse and inclusive workforce where all employees feel welcomed, safe and supported. Our employees are diverse in gender, languages, ethnicity, cultural background, age, sexual orientation, and religious beliefs. They also are diverse in their skills and qualifications, where they live and work, their life and work experiences, personality, abilities, family and caring responsibilities, and their experience of disability. We recognise the unique skills and knowledge that Aboriginal employees bring to the workplace. We value and encourage the diversity of thought that our employees bring.

The Department of Premier and Cabinet is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people. The Department is committed to the safeguarding and protection of welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation.

We will employ the right people. We will embed a culture of self-reflection and continuous improvement. We will have the courage to change what needs to be changed. We will regularly review our policies and structures through a child and youth safety lens. Our people will be equipped with the skills to recognise and respond to signs of harm. We are growing a culture where everyone takes responsibility, shares information, and speaks up if something doesn't seem right. Together, we're creating a place where all children and young people are safe from harm.

DPAC does not tolerate discrimination, harassment or bullying in the workplace. We have a culture of zero tolerance towards violence, including any form of family violence. We will take an active role to support employees and their families by providing a workplace environment that promotes their safety and provides the flexibility to support employees to live free from violence.

There are a range of flexible work options available to support employees to achieve work/life balance, and workplace adjustments are available to accommodate individuals' needs in the workplace.

Workplace health and safety:

The Department is committed to sustaining an environment and culture that provides for the health, safety and wellbeing of all its workers, by complying with the requirements of the *Work Health and Safety Act 2012* and the *Work Health and Safety Regulations 2012*.

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Within the remit of the role, actively participate in and contribute to the Work Health and Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

Our goal is to be recognised as an exemplar with regard to work health, safety and wellbeing throughout the State Service.

Every employee at DPAC has an obligation to:

- Comply with safe work practices;
- Take reasonable care of the health and safety of themselves and others;
- Comply with any direction given by management for health and safety;
- Report all accidents and incidents in a timely manner; and
- Report all known or observed hazards.

If this position has supervisory responsibilities, additional responsibilities are to provide and maintain as far as possible:

- A safe working environment;
- Safe systems of work;
- Information, instruction, training and supervision that is reasonably necessary to ensure employees are safe from injury and risks to health; and
- A commitment to continually improve our performance through effective safety management.