

# PRINCIPAL HR PROJECT OFFICER

CORPORATE AND GOVERNANCE /HUMAN RESOURCES BRANCH

## Why work for us

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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 oriented culture. For more information about Treasury and what our staff have to say about working for us, visit our website: [www.treasury.tas.gov.au/about-us/careers](http://www.treasury.tas.gov.au/about-us/careers)

## The position

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You will coordinate effective people management initiatives that build organisational capacity. You will work with subject matter experts on strategic projects to effect cultural change initiatives and develop and review HR policies and program activities.

## What you will work on

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- Lead and deliver HR improvement initiatives and projects including tracking and reporting on progress.
- Work with subject matter experts to develop and implement digital HR systems and frameworks.
- Develop and foster key stakeholder relationships, both internally and externally, to support consultation and engagement with project initiatives.
- Facilitate change management and deliver activities with stakeholders to ensure adoption of new and transformed HR services.
- Work with subject matter experts to develop and review policies, procedures and guidelines.
- Provide expert coaching, support and advice to stakeholders on changes arising from project initiatives.
- Assist HR leadership with strategic planning, consultation and reporting on HR initiatives.
- Perform other allocated duties as required.

## Responsibility, direction and supervision

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You will operate with considerable independence to determine your priorities, approach, and delivery of your work. You will apply existing frameworks when making decisions and may work on multiple subjects. You will provide informed advice on your work. You will provide recommendations on activities and your supervisor may provide guidance for the implementation.

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

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



## COMMUNICATE

- Prepare high level documents and accurate drafts of complex material.
- Clearly explain complex technical issues to others.
- Represent Treasury in your area of expertise. Where possible, negotiate and influence others to get results.



## MANAGE OUTPUTS

- Plan, organise, schedule and prioritise within your work area.
- Coordinate with others and negotiate changes to task deadlines and resources.
- Contribute to the work of other team members.
- Promote and contribute to a client focus.



## CONCEPTUALISE/ANALYSE/APPLY JUDGEMENT

- Make appropriate decisions on the team's activities and identify solutions and strategies to non-routine problems.
- Make informed, timely and accurate decisions on the team's activities.
- Provide authoritative advice in your area of expertise.



## TEAM/LEADERSHIP/BEHAVIOURS

- Lead, inform, guide and mentor others in your area of expertise and promote organisational objectives.
- Actively contribute to a positive team environment and use your networks to get results.
- Model and promote behaviours in line with Treasury's values.



## TECHNICAL/PROFESSIONAL

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

# Our values

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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](http://www.dpac.tas.gov.au/divisions/ssmo)

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**Hours Per Week:** Flexible up to 73.50 hours per fortnight

**Supervisor/Reports to:** Manager Human Resources

**Direct Reports:** No

**Employment:** Permanent

**Award/Classification:** Tasmanian State Service Award General Stream Band 6

**Location:** Hobart

**Position Number:** 724767

**Approved by:** Celia Medina, Human Resources Manager

**Date:** 29 August 2024