

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Recruitment and Employment Advisor
Position Number	002429, 003448, 003456, 004092, 004098, 004233, 005178
Business Unit	People and Culture
Branch / Section	Partnering and Employment Services
Location	Hobart
Immediate Supervisor	Manager, Partnering and Employment Services
Award	Tasmanian State Service Award
Employment Conditions	Permanent / fixed term, full-time
Classification	Band 4

Focus:

Responsible for providing client-focused service, advice and support to managers and employees across the Department of Police, Fire and Emergency Management (the Department), particularly in relation to establishment management, vacancy control, job design and classification, recruitment and selection processes to support the achievement of business objectives.

Primary Duties:

- Provide proactive, timely and solutions-focused advice and support to managers and employees at all levels on a broad range of recruitment, selection, appointment and employment matters.
 - Effectively and accurately manage the establishment and administer Departmental and State Service vacancy control processes.
 - Develop and coordinate the timely provision of recruitment documentation, advertisements, offers of employment, new hire paperwork, employment letters, contract extensions and any other documentation as required in line with Department and State Service employment frameworks.
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- Provide high level advice and support to a range of stakeholders in relation to the interpretation and advice on employment legislation, award interpretation and application of Departmental policy, procedures and guidelines as it relates to the focus of the role.
- Provide advice and guidance to managers on the design and development of jobs, statements of duties and undertake position classification assessments.
- Actively participate in the continuous improvement and development of current systems and processes, including the implementation of new initiatives and programs of work to meet operational and service delivery requirements.
- Any other duties or support across the department as determined by business priorities.

Scope of Work:

The incumbent will liaise regularly with managers and employees across the Department and within People and Culture. The position has a strong client focus and is required to work collaboratively and flexibly ensuring they maintain collaborative working relationships across the Agency and within People and Culture.

The occupant plays a key role in influencing operational activities to ensure a common understanding and approach to recruitment and establishment activities across the Department.

Direction and Supervision:

The role is responsible to and receives general direction from the Manager, Employment Advisory Services and is expected to work effectively and efficiently to provide high level client-focused service, advice and support to managers and employees within and across the Department.

The incumbent is expected to exercise initiative, discretion and judgement in the achievement of individual and Departmental outcomes. Individual tasks are expected to be undertaken with minimal supervision, with flexibility, innovation and initiative featuring in work performance.

Selection Criteria:

1. Demonstrated knowledge and experience in a broad range of contemporary human resource management practices with a focus on recruitment and selection processes and establishment management.

2. Demonstrated experience in delivering high level client service outcomes together with high levels of initiative, flexibility and demonstrated self-management and organisational skills with the ability to effectively manage outcomes in an environment of competing priorities and subject to change.
3. Proven stakeholder management and interpersonal skills, including an ability to effectively consult, influence and build relationships with diverse stakeholders, provide high levels of client service and work effectively in a team environment.
4. Well-developed ability to undertake research and analyse information to enable the development of clear documentation, including options and recommendations using initiative and innovation.
5. Demonstrated drive and integrity including emerging leadership proficiency and the ability to model organisational values and behaviours while working well with a diverse range of people.
6. Sound communication and conflict resolution skills with the ability to listen, understand and work with others to achieve mutually acceptable outcomes.

Qualifications and Experience:

Desirable:

Knowledge and expertise consistent with qualifications recognised at Diploma and Advanced Diploma level or equivalent work experience is desirable.

Essential Requirements:

Pre-Employment Checks

The Head of the State Service has determined that a person nominated for appointment to this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. Any relevant serious criminal offence or repeated serious offences over any period, which are not mitigated by additional information, may provide grounds for declining an application for appointment. Such offences would include, but are not limited to:

- Arson and fire setting;
- Sexual offences;
- Dishonesty (e.g. theft, burglary, breaking and entering, fraud);
- Deception (e.g. obtaining an advantage by deception);
- Making false declarations;
- Violent crimes and crimes against the person;
- Malicious damage and destruction to property
- Trafficking of narcotic substance;
- False alarm raising.

Code of Conduct:

The State Service Code of Conduct, which is contained in Section 9 of the *State Service Act 2000* (the Act), reinforces and upholds the State Service Principles (s7) by establishing standards of behaviour and conduct that apply to all employees, including the person undertaking these duties, senior officers and Heads of Agency.

Environment and Conditions:

The Department of Police, Fire and Emergency Management (DPFEM) is an agency created under the *State Service Act 2000*. It consists of four operational services: Tasmania Police, Tasmania Fire Service, State Emergency Service and Forensic Science Service Tasmania. The operational services are supported by a range of support functions.

DPFEM strives to provide services that are responsive, socially inclusive and focused on policing, emergency response, community preparedness and emergency management outcomes that contribute to a safe and secure community. The services are delivered by sworn Police Officers, State Service employees (including firefighters and support staff) and volunteers. DPFEM works to make our community safe through the provision of a range of different emergency services, and improve our understanding and respect for our diverse community values and lifestyles.

DPFEM wants a safe workplace where employees work in a manner that reflects the organisational values. The person undertaking these duties is expected to actively participate in developing and maintaining safe work practices and to behave in a manner consistent with the organisational values.

DPFEM is committed to building inclusive workplaces and having a workforce that reflects the diversity of the community we serve. We do this by ensuring that the culture, values and behaviours of DPFEM enable everyone to be respected in the workplace and to have 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.

DPFEM does not tolerate violence, especially violence against women and children.

The working environment is largely office based, however intra-state travel may be required. During emergency incidents, the person undertaking these duties may be required to provide support for the emergency incident.

Employees 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.

Terms and conditions of employment are in accordance with the Tasmanian State Service Award.

Approved

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MANAGER, PARTNERING AND EMPLOYMENT SERVICES
BUSINESS AND EXECUTIVE SERVICES

Date: 22 February 2024