

## Tasmania Prison Service

### Assistant Director Human Resources TPS

### Statement of Duties

#### Objective

Manage the Human Resources (HR) activities for Tasmania Prison Service (TPS).

#### Duties

- Provide high level advice, coaching and guidance to managers, supervisors and staff within the TPS on human resource matters that include work, health and safety, performance and workplace behaviour, workers rehabilitation and compensation, leave and absence management, code of conduct and grievances.
- Lead the development and implementation of a TPS workforce strategy that aligns with the broader DoJ People Strategy, and support and coach senior management to implement cultural change in the management of human resources in the TPS.
- Develop and maintain relationships with all levels at the TPS and build the capability and capacity of supervisors and managers, in order to facilitate the local management of human resource matters.
- Provide guidance and support to build a supportive workplace culture for the TPS and manage the integration of wider Departmental HR initiatives within the TPS, including policies, practices and procedures and provide active input into the implementation of People Strategy activities across the TPS.
- Oversee the delivery of high-quality recruitment, rostering and leave management, and training and development services for the TPS including all uniformed and non-uniformed positions and ensure consistency of HR processes and the implementation of contemporary recruitment strategy and practices.
- Provide high-level advice and recommendations to Director Prisons and corporate Director HR regarding matters at the TPS which have a whole of Department impact or where escalation of issues is required.
- Represent the TPS at relevant tribunals and commissions where required and in negotiations with industrial and other advocates on employee management issues.
- Provide advice, reports, analysis and recommendations which assist TPS senior management and the Agency Executive in managing and developing workforce strategies.

#### Level of responsibility

The Assistant Director HR is responsible for:

- The management and delivery of the work and outcomes required of the Human Resources TPS team and the management of associated resources.
- Operating as a senior member of the TPS, and providing leadership and direction to other members of the TPS, actively participating in the management of the TPS, supporting the development and implementation of policies, practices, initiatives and strategies, and working collaboratively with Corporate HR.

- Provide adequate instruction, information, supervision and training for Workplace Relations team members.
- Ensuring efficient and effective management of work health, wellbeing and safety for the areas of responsibility in accordance with the WHS requirements in the WHS Act.

The Assistant Director HR is expected to:

- Exercise significant initiative and professional judgement.
- Ensure efficient and effective management of work health, wellbeing and safety for the areas of responsibility in accordance with the relevant requirements in the *Workplace Health and Safety Act 2012*.
- Periodically review the work unit to assess workplace health and safety aspects of the work undertaken by the Branch, reviewing hazard and incident reports, ensuring timely follow up and finalisation of actions, and undertaking risk assessment processes for the Branch's activities.

As leader of the Human Resources TPS team, you are responsible for:

- **Managing People**, including to:
  - Display values-based leadership by ensuring our values inform how you and the team engages with colleagues and stakeholders. Our values are we act with Integrity, Respect and Accountability and our workplaces are Inclusive and Collaborative. You are responsible for contributing to our values based workplace culture, ensuring your team uphold the values and role modelling these values.
  - Ensure team members have performance development plans, regular check ins, and receive direction, coaching and support.
  - Encourage and support the ongoing learning and growth of all employees
  - Value diversity, demonstrate inclusive leadership, and ensure everyone feels included and 'safe' to contribute their views and ideas.
  - Ensure a physically, emotionally and psychologically safe working environment free from bullying, harassment and discrimination.
- **Managing Resources**, including to:
  - Understand and comply with the State Government budget, financial accountability and financial delegation requirements relevant to your role and to DoJ.
  - Encourage and support appropriate use of information technology and other relevant Departmental IT systems.
  - Ensure appropriate use of personal and Departmental information/records in line with relevant policy, legislation and guidelines.
  - Ensure procurement of goods and services are conducted ethically, enable open, impartial and effective competition, and achieve best value for money in accordance with relevant purchasing policy and processes.
- **Managing Outcomes**, including to:
  - Apply appropriate risk management principles in line with the Department's Risk Policy and Procedures.
  - Conduct effective business and strategic planning processes.
  - Adopt the Department's Project and Change Management frameworks in planning and delivering projects, workplace change and services as appropriate.
  - Deliver client-centric services and work to community or internal clients.

- **Managing Self**, including to:
  - Foster and personally model our Values.
  - Commit to continuous self-improvement and personal learning and growth
  - Prioritise and manage own workload effectively, including effective delegation of tasks as appropriate.
  - Demonstrate emotional intelligence and be aware of the impact you have on the people you manage/lead.

### **Direction and supervision received**

- This position operates with considerable independence and autonomy, reporting to and receiving broad direction from the Director Prisons, as well as receiving professional guidance from the Director Human Resources (Corporate).
- This position is a key leadership role within the TPS senior management team and works collaboratively with other Assistant Directors within Corporate Human Resources.

### **Selection Criteria**

The following specific selection criteria must be addressed by candidates by describing their relevant personal and professional skills and abilities; qualifications, training and competencies; past achievements; and potential for development. The position objective and duties can also be used to assist in addressing these criteria.

1. Demonstrated high-level knowledge and understanding of contemporary HR management practices, including coaching and building capacity and capability of managers and supervisors.
2. Experience or exposure to working in a professional HR capacity within a challenging environment.
3. Demonstrated knowledge of the employment frameworks and the capacity to interpret and apply legislation and related instruments.
4. Proven ability to manage a team together with leadership qualities and the ability to drive effective consultation and communication strategies that support cultural change in a values driven organisation.
5. Demonstrated high-level strategic, conceptual, analytical, judgement, problem solving and creative skills, including the ability to understand the organisational environment, identify priorities and emerging issues, and develop strategy and supporting action plans.
6. High-level communication, negotiation, liaison, consultancy, conflict resolution, facilitation, advocacy and influencing skills, with the demonstrated capacity to deliver a high standard of client service.
7. A demonstrated range of self-management and planning skills with an ability to work within tight deadlines in sensitive situations.
8. Ability to demonstrate an understanding of WHS legislation and the responsibilities of managers, as outlined in the Agency's Roles & responsibilities Procedure along with capacity to apply and uphold that knowledge.

### **Essential requirements**

- Nil

## Desirable requirements

- Relevant tertiary qualifications

## 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

<b>Title</b>	Assistant Director Human Resources TPS
<b>Number</b>	357438
<b>Award</b>	Tasmanian State Service Award
<b>Classification</b>	General Stream Band 8
<b>Division</b>	Corrections & Justice
<b>Full Time Equivalent</b>	1.0
<b>Output Group</b>	Tasmania Prison Service
<b>Branch</b>	Human Resources TPS
<b>Supervisor</b>	Director of Prisons
<b>Direct Reports</b>	4
<b>Location</b>	Risdon Prison
<b>Terms of Employment</b>	Permanent Full-time, 73.50 hours per fortnight, 52 weeks/yr.
<b>Position category &amp; funding</b>	A271