

Statement of Duties

Position Title: Senior Consultant - HR Data Analysis	Position Number: 523927	Effective Date: April 2018
Group and Unit: Tasmanian Health Service (THS) – Human Resources and Organisational Development (HROD)		
Section: Organisational Development (OD)	Location: South	
Award: Health and Human Services (Tasmanian State Service)	Position Status: Permanent	
	Position Type: Full Time	
Level: Band 7	Classification: General Stream	
Reports To: Director – Organisational Development		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

The Senior Consultant – HR Data Analysis is responsible for:

- Leading a small team undertaking data reporting and analytics within the Organisational Development (OD) unit of Human Resources and Organisational Development (HROD).
- Development, management and reporting of workforce data and HR metrics to inform workforce planning and other human resource strategic initiatives; and
- Provision of specialist workforce data advice and interpretation for the Tasmanian Health Service (THS).

Duties:

1. Establish and maintain systems and processes for HR metric data collections to ensure information is available for workforce planning and other human resource strategic initiatives.
2. Provide high level, specialist analysis and interpretation of workforce data and HR metrics, including forecasting future challenges.
3. Work closely with key stakeholders to provide an overall picture of the varied and diverse THS workforce.
4. Develop timely and accurate workforce data and HR metric reporting in respect of whole of THS and individual operational units.
5. In consultation with key stakeholders, provide evidence based recommendations and advice on workforce policies and strategies.

6. Work closely with the Department of Health and Human Services (DHHS), Business Systems and TMD on the development and improvement of workforce databases, data collection processes and reporting systems.
7. Provide high level expert advice and support to the Executive Director – HR and Organisational Development, Director - OD and the HROD leadership group, and prepare correspondence, briefings and reports as required.
8. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
9. 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.

Scope of Work Performed:

- Reporting to the Director – OD, this is a senior HROD position responsible and accountable for leading a team and the delivery of services and outcomes on a statewide basis.
- The occupant will work closely with key positions in THS. The occupant will also work closely with other workforce planning and analyst positions within the DHHS.
- The occupant of this position is expected to work with minimal supervision. The Director - OD will provide broad support and direction as required.
- The incumbent will model behaviours that evidence commitment and support to the goals of HROD and the THS. This includes displaying a collaborative, supportive communication approach in undertaking all aspects of the role.
- Comply at all times with THS policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Essential Requirements:

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- 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:
 - I. 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.

Desirable Requirements:

- Tertiary qualifications in a relevant field and/or extensive experience, preferably in a health/hospital setting.

Selection Criteria:

1. Experience in data analysis and information management principles and practices, highly developed business, system and data analysis skills, extensive knowledge and extensive experience in computer systems relating to human resources, and experience in the development of executive reporting facilities across integrated information systems.
2. Demonstrated high level ability to provide concise reporting results from existing or newly developed data sources using creative and innovative solutions.
3. Extensive knowledge and understanding of the current issues impacting on the health and human services industry, with a particular knowledge of the issues affecting Tasmania.
4. High standard of interpersonal, and communication skills with particular emphasis on consultation, negotiation and relationship building with key stakeholders at all levels. Ability to clearly articulate complex and technical issues to stakeholders in terms which are understandable by the audience.
5. Demonstrated ability to lead a small team to meet required deliverables within an environment subject to pressure, competing priorities, ambiguity and change.
6. Proven ability to exercise initiative, work effectively both independently and within a team environment, and to plan and prioritise complex and diverse activities.
7. Highly developed conceptual and reasoning skills to research, analyse, evaluate and integrate solutions to achieve business objectives, together with demonstrated project management skills.

Working Environment:

The Department of Health and Human Services (DHHS) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department of Health and Human Services and Tasmanian Health Service have a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Director HR Management and Strategy or to the Manager Internal Audit. DHHS and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. DHHS and the THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DHHS and THS policy) with the Department of Health and Human Services and Tasmanian Health Service are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department of Health and Human Services and the Tasmanian Health Service are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: The Department of Health and Human Services and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.