

Regional HR Coordinator

STATEMENT OF DUTIES

JANUARY 2024

Number	Generic
Portfolio	Schools and Early Years
Branch	Learning Services
Section/Unit/School	N/A
Supervisor	Regional HR Manager
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 6
Employment Conditions	Permanent or fixed-term, full-time, 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave
Location	Specified Learning Service Office

Primary Purpose

Provide high level advice to the Supervisor, schools, colleges, and the Learning Service on human resource issues and resolve complex problems.

Level of Responsibility/Direction and Supervision

High levels of responsibility and confidentiality are required to successfully handle sensitive human resource management issues and documents. Autonomous in day to day administrative and management matters with limited strategic direction from the Supervisor.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties

1. Provide a client-focussed advisory and consultancy service to management and staff on human resources issues, including vacancy control, recruitment, and selection procedures.
2. Provide support to schools and colleges with local management of workers compensation cases, grievances, and other employee related issues.
3. Provide support to the Supervisor with management of Leading for High Performance and underperformance of employees.
4. Provide support to schools and colleges on processes and policies relating to recruitment and employment of staff.
5. Deal with complex enquiries from employees, Principals and Managers and prepare correspondence and/or reports as appropriate.
6. Assist the Supervisor to build capacity within schools and colleges to manage HR processes as they relate to DoE policy.
7. Work as a member of the HR team to ensure accurate and timely advice on conditions of employment for employees of the assigned region.
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.
9. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. High level demonstrated skills and experience in all areas of human resource management, including management of staff performance.
2. Demonstrated knowledge and understanding of the human resource management function with a particular focus on its application in schools and colleges and the capacity to provide high level consultancy relevant to these educational settings.
3. Extensive knowledge and experience in the implementation and monitoring of government and departmental policies
4. High level strategic, conceptual, analytical, and creative skills, including the ability to understand the political, social, and organisational environment and identify relevant issues and priorities.
5. Demonstrated capacity for self-direction as well as personal skills of initiative and flexibility and the capacity to work as a member of a team.
6. Highly developed communication and interpersonal skills particularly in the areas of negotiation and conflict resolution.
7. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

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

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)

Desirable

- Nil

Working within the Department for Education, Children and Young People



Connection



Courage



Growth



Respect



Responsibility

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has 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.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 103974 - Deputy Secretary Corporate Services – Nov 2011

Request: NS323

Date Duties and Selection Criteria Last Reviewed: MIW 11/11
