

Regional People and Culture Partner

STATEMENT OF DUTIES

FEBRUARY 2026

Number	Generic
Portfolio	People and Culture
Branch	Workforce Strategy and Partnering
Section/Unit/School	Partnering
Supervisor	Regional HR Manager
Award	Tasmanian State Service Award
Classification	Band 6
Employment Conditions	Permanent, Full-time 52 weeks per year including 4 weeks annual leave
Location	Statewide

Context

Responsible for cultivating and maintaining strong client partnerships to deliver high-quality, client-focused service, advice and support to Principals and Leaders. This includes providing expert guidance across the full spectrum of strategic workforce management, employment, and employee relations matters.

As a Regional People and Culture Partner, you will enable and support Principals and leaders to make informed people-related decisions throughout the employee lifecycle, fostering a positive workplace culture and shaping constructive workforce behaviours and expectations.

Primary Purpose

The Regional People and Culture Partner acts as a trusted advisor and key liaison between Principals, Leaders and the People and Culture portfolio, delivering client-focused solutions and strategic guidance to stakeholders. The role fosters collaboration and drives initiatives that enhance workforce capability and service delivery in a dynamic, fast-paced environment.

Level of Responsibility/Direction and Supervision

The occupant of this position operates with a high degree of autonomy, under the broad direction of the Manager. The position will be responsible for determining appropriate courses of action on sensitive, high-risk, and business-critical matters.

The incumbent is expected to exercise sound initiative and judgement in the provision of timely and accurate advice.

It is the responsibility of the occupant to maintain a contemporary knowledge of Department policies, regulations and industrial mechanisms.

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 and Culture (P&C) 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. Serve as a trusted partner and key liaison between business units and the People and Culture portfolio through providing strategic and contemporary advice which delivers innovative and pragmatic solutions in alignment with broader workforce strategy and organisational objectives.
2. Develop and maintain effective relationships with key stakeholders to build business insight and deliver targeted support which strengthens organisational and leadership capability.

3. Work with principals and leaders to undertake investigations into complex employee matters and make appropriate recommendations in accordance with established frameworks. Guide and support principals and leaders through formal and informal employee relations processes to ensure that employee issues are managed and addressed in accordance with established industrial procedures, Tasmanian State Service legislation and departmental policy.
4. Prepare high-level documentation and recommendations that are accurate, concise, and actionable, including investigations, briefing notes, reports and correspondence which inform decision-making and support organisational objectives.
5. 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.
6. 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. Expert knowledge in, and substantial experience across a broad range of contemporary human resource management practices, including strategic workforce management, performance management, and employee relations.
2. Proven experience as a Human Resources Business Partner, or in a similar advisory role, demonstrating a strong proactive client-service focus and exceptional people management and interpersonal skills, including the ability to engage, negotiate, influence, resolve conflict, and support clients effectively
3. Proven high level coaching and consultancy skills together with the ability to develop and maintain supportive and effective relationships at all levels.
4. Demonstrated ability to work collaboratively in a dynamic team environment, applying sound judgement while remaining adaptable and flexible, and effectively managing competing priorities, ambiguity, and change.
5. Highly developed analytical, conceptual, and reasoning skills, with the ability to think strategically, balance competing priorities and interests, and navigate the political, social, and organisational context with a whole-of-department perspective.

6. Demonstrated high-level written communication skills, with the ability to prepare and present documentation that is accurate, clear, and concise
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.

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| Essential | <ul style="list-style-type: none"> • Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment) |
| Desirable | <ul style="list-style-type: none"> • Tertiary qualification in Human Resource Management or equivalent |

Working within the Department for Education, Children and Young People



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 P&C DELEGATE: 520040, Manager – Recruitment Operations – DATE

Request: 7042222

Date Duties and Selection Criteria Last Reviewed: 02/26 GB
