

Human Resource Recruitment Pool – Selection Criteria

ASO3 Classification

The Position Summary below is to be used as a guide only and provides a brief overview of the type of functions undertaken by human resource employees within DTEI at the ASO3 level. Job and Person Specifications will be made available for consideration by applicants registered to the Pool for vacancies that arise within the 12 month Pool period.

Position Summary

Depending on the vacancy, the Assistant HR Consultant is accountable to the nominated supervisor / manager for:

- Participating in the provision of a comprehensive range of human resource services across the Department
- Participating in human resource continuous improvement strategies and processes

Which contribute to the effective and efficient implementation of best human resource practice in the Department.

Selection Criterion (to be addressed by applicants for consideration to the Pool)

- Demonstrated experience and ability in providing advisory and consultation services on human resource management matters.
- Possess interpersonal skills which facilitate effective working relationships with team members, Senior Managers and other staff including the ability to establish and maintain empathy, integrity and complete confidentiality.
- Possess well-developed administrative and organising skills to effectively manage high volumes of work and determine priorities and meet deadlines.
- Possess verbal and written communication skills that enable effective and appropriate communication with a broad range of people at all levels.
- Proven commitment to the principles and practices of EEO, Ethical Conduct, diversity, OHS&W, Customer Service, Quality management and Risk management.
- An appropriate tertiary qualification.

ASO4 Classification

The Position Summary below is to be used as a guide only and provides a brief overview of the type of functions undertaken by human resource employees within DTEI at the ASO4 level. Job and Person Specifications will be made available for consideration by applicants registered to the Pool for vacancies that arise within the 12 month Pool period.

Position Summary

Depending on the vacancy, the HR Consultant / HR Coordinator is accountable to the nominated supervisor / manager for:

- Providing advice and support to ensure the delivery of a comprehensive range of human resource services across the Department.
- Undertake human resource project work including identifying and researching issues involving moderately complex issues

which contribute to the effective and efficient implementation of best human resource practice in the Department.

Selection Criterion (to be addressed by applicants for consideration to the Pool)

- Experience in providing services to employees and management in a range of human resource functions.
- Well developed verbal and written communication skills that enable effective and appropriate communication with a broad range of people including senior management and staff across a large organization.

- Negotiation skills with a demonstrated capacity to manage relationships in a complex organisational context with the ability to deal with sensitive issues with tact, diplomacy and consistency and maintain complete confidentiality.
 - Proven ability to work under limited direction, deal with a number of topics simultaneously, respond quickly to requests and determine priorities and organise workloads to meet deadlines.
 - Proven commitment to the principles and practices of EEO, Ethical Conduct, diversity, OHS&W, Customer Service, Quality management and Risk management.
 - An appropriate tertiary qualification.
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ASO5 Classification

The Position Summary below is to be used as a guide only and provides a brief overview of the type of functions undertaken by human resource employees within DTEI at the ASO5 level. Job and Person Specifications will be made available for consideration by applicants registered to the Pool for vacancies that arise within the 12 month Pool period.

Position Summary

Depending on the vacancy, the Senior Human Resource Consultant / Senior Project Officer / Divisional HR Consultant is accountable to the nominated supervisor / manager for:

- Coordinating and providing expert advisory and consultancy services to the Department on a range of human resource (HR) management issues and HR support services.
- Participation in HR management, continuous improvement strategies and processes which contribute to the achievement of the Department's organisational goals and objectives within a Government framework.

Selection Criterion (to be addressed by applicants for consideration to the Pool)

- Proven experience in providing expert advisory and consultancy services in human resource management within a large organisation.
 - Possess high level verbal and written communication skills, including consulting, negotiation and conflict resolution skills that enable effective and appropriate communication with a broad range of people through practical human resource management approaches.
 - Proven experience in undertaking research and investigations and providing reports/submissions with appropriate recommendations, which demonstrate high level research and analytical skills and the ability to apply logical thinking to complex problems and provide innovative and effective solutions.
 - Proven ability to work under limited direction within a team environment, exercise initiative and judgement in setting priorities to achieve objectives and to respond positively and flexibly to new ideas and changing environments.
 - Demonstrated commitment to the principles and practices of Equal Employment Opportunity and Ethical Conduct, and an understanding of, experience in, and ability to manage to the spirit and principles of the Premier's Safety Commitment and the legislative requirements of the Occupational Health Safety and Welfare Act and Risk management standards.
 - An appropriate tertiary qualification.
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ASO6 Classification

The Position Summary below is to be used as a guide only and provides a brief overview of the type of functions undertaken by human resource employees within DTEI at the ASO6 level. Job and Person Specifications will be made available for consideration by applicants registered to the Pool for vacancies that arise within the 12 month Pool period.

Position Summary

Depending on the vacancy, the Senior HR Consultant or HR Policy Consultant or similar is accountable for:

- Providing expert consultancy and advice on HR matters across the department including specialist advice and leadership with the development, implementation and review of policies and strategies relating to legislative and the whole of government requirements.
- Managing, coordinating and providing leadership with significant HR/IR or other specialist HR services and projects.
- Providing, developing, implementing, maintaining and reviewing high quality human resource practices and service delivery across the Department.

Selection Criterion (to be addressed by applicants for consideration to the Pool)

- Extensive proven ability to communicate both verbally and in writing, research and analyse problems, consult, liaise and negotiate with a broad range of people.
- Extensive proven high level conceptual and analytical skills with the ability to research and undertake sensitive and or complex investigations and projects critically examining, analysing and summarising information and to develop and report on appropriate policies, strategies and solutions.
- Extensive proven experience in the development and implementation of policies and strategic management/planning at senior management levels.
- Proven ability to work independently under broad direction only and to manage projects, setting priorities, meeting deadlines often in a context of competing priorities and expectations.
- Demonstrated commitment to the principles and practices of Equal Employment Opportunity and Ethical Conduct, and an understanding of, experience in, and ability to manage to the spirit and principles of the Premier's Safety Commitment and the legislative requirements of the Occupational Health Safety and Welfare Act and Risk management standards.
- An appropriate tertiary qualification