MAKING A DIFFERENCE SO SOUTH AUSTRALIA THRIVES

Government of South Australia
Department for Correctional Services

JOB AND PERSON SPECIFICATION

Title of Position: Team Leader Human Resources
Classification: ASO4
Location: Northern Country Correctional Business Centre, Port Augusta Prison
Reports To: Business Centre Manager

CORRECTIONAL SERVICES
Position No: M29814
Division: Statewide Operations

JOB AND PERSON SPECIFICATION APPROVAL

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Chief Executive or Delegate

JOB SPECIFICATION

KEY PURPOSE OF THE POSITION

The Team Leader, Human Resources is operationally accountable to the Business Centre Manager for leadership, co-ordination and the provision of quality human resource services including rostering, recruitment and position management, leave management, employment contracts, worker's compensation and HR reporting within specified Correctional Business Centre region.

KEY STAKEHOLDER INTERACTION

The Team Leader, Human Resources reports to the Business Centre Manager, but works closely with staff in Human Resources Central Office, support staff across the Department and staff from external agencies, particularly Shared Services SA. The position supervises the Human Resource Support, Rostering, and Business Records personnel within the Correctional Business Centre.

BRANCH PROFILE

There are three Correctional Business Centres across the State of South Australia that provide a range of business services to the Custodial Services and Community Corrections Directorates. The centres service 3 geographical regions as follows:

- Northern Metropolitan (YLP, APRC, AWP, NMCCR) located at Northfield
- Northern Country (PAP, PLP, NCCCR) located at Port Augusta
- Southern (MOB, CTC, ARC, SRCC) located at Murray Bridge

SPECIAL CONDITIONS

- Section 47 of the *Public Sector Act 2009* applies in conjunction with other provisions of the Act and other applicable industrial entitlements.
- The incumbent is required to satisfactorily complete a Nationally Coordinated Criminal History Check;
- A current South Australian Driver's Licence is essential;
- A flexible approach to working hours is required;
- Some interstate and intrastate travel will be required which may necessitate overnight absences.

HIGHLIGHTED EMPLOYMENT CONDITIONS

Legislation, industrial instruments and governance frameworks relevant to the role, as amended from time to time, including but not limited to:

- Public Sector Act, Correctional Services Act, Work Health and Safety Act, Return to Work Act, Equal Opportunity Act, Independent Commissioner Against Corruption Act, State Records Act, and various relevant industrial awards and enterprise agreements. The Public Sector Principles and Practices, including the SA Public Sector Code of Ethics, the Professional Conduct Standards, the Commissioner's Determinations and Guidelines, Information Privacy Principles, Information Sharing Guidelines, DCS Human Resource policies and guidelines and DCS Core Values.

- DCS employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.
- Work health and safety and injury management requirements as set out in relevant legislation, Public Sector and DCS policies and procedures, including complying with any reasonable instruction associated with these documents.

KEY AREAS OF ACCOUNTABILITY

Provide an efficient and effective administrative and support service to a range of clients including managers, supervisors and employees on human resource related matters by:

- Applying consistent human resource practices;
- Co-ordinating human resource support functions, relating to advertising, recruitment, selection, engagements, assignments, transfers, rostering and position management in accordance with the PS Act and Regulations and Public Sector Salary Employees Interim Award
- Preparing regular and adhoc reporting to local management in relation to leave management
- Maintaining high level customer services, communication and support networks with Management and staff within the Business Centre region to achieve Business Plan targets for Business Units
- Providing advice on compliance with delegated authorities and an advisory service to Corporate and external Stakeholders relating to Human Resource practices within the Business Centre region

Meet workforce planning requirements of Business Units by:

- Contributing to the Business Units' Workforce Planning through the provision and monitoring of workforce statistics, and reporting on positions and establishments
- Co-ordinating of annual leave calendars for Business Centre and Business Unit staff to achieve maximum staff utilisation within the workforce
- Co-ordinating processes to enable regular reporting of Business Unit's Performance Development statistics
- Overseeing the development of staffing rosters within prisons

Develop local Human Resource initiatives, policies, procedures, systems by:

- Participating in the monitoring and review of, and compliance with, delegations policies and procedures
- Identifying emerging issues and trends and preparing recommendations for the Business Centre Manager for briefings and/or reports as required
- Providing statistical reports relating to performance development
- Promoting and implementing the General Public Sector Managements Aims, Personnel Management Standards and employee conduct standards – in particular Equal Opportunity and Work Health Safety and Welfare by adhering to the provisions of relevant legislative requirements, and demonstrating a commitment to the Premier's Safety Commitment.

Assist in the effectiveness of the Business Centre Records Management Systems by:

- Co-ordinating the processing, recording, storage and disposal of Departmental records in compliance with State Records, and Departmental standards and requirements

Contribute to the continuous improvement in Work Health and Safety standards by providing effective leadership.

Responsible for taking reasonable care for their own and others' health and safety and not adversely affecting the health and safety of others.

Responsible for early notification and reporting of workplace hazards, incidents and injuries.

QUALIFICATIONS

Essential: Nil
Desirable: Appropriate post-secondary qualifications in a business/commercial discipline

PERSONAL CRITERIA

Essential Criteria

- Experience in leading and managing staff, including mentoring and guidance, training and development, counselling, feedback and performance management
- Excellent written and communication skills, including demonstrated interpersonal skills which enable effective and appropriate communication and working relationships with others, undertake some negotiation and consultation and to maintain a sound level of professionalism and a commitment to a customer focused service delivery
- Ability to work in cooperation with members of multiple teams to ensure that common goals and objects are achieved
- Sound working knowledge of contemporary human resource management practices and concepts and ability to provide advice and interpretation of relevant legislation.
- Some experience in counselling, conflict resolution and negotiating at all levels
- Some experience in formulating and implementing operational human resource policies, strategies and procedures, including classification management, recruitment and selection processes and targeted employment schemes.
- Demonstrated knowledge and experience in the management of Financial, Physical, Human Resources, Work Health & Safety (including Workers Compensation claims management), Administrative, Risk Management, Procurement and Information Technology services

Desirable Criteria

- Knowledge of the operations of the Department for Correctional Services.
- General knowledge of personnel management principles under the Public Sector Act, Work Health and Safety Act, and the Equal Opportunity Act (as amended from time to time).
- General knowledge of DCS organisational structure and the South Australian Justice system.