

## Role Description

## Senior Human Resources Services Officer

### Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.

**20446**

Content

Manager No.

**16/602454**

Work Unit

**People Branch**

**People, Information and Communication Services Division**

Location

**Various location throughout the State**

Classification

**AO4 Qld Public Service Officers and Other Employees Award - State 2015**

**36 ¼ hour week**

### Your employer

The Department of Education (DoE) is committed to giving all children a great start, engaging young people in learning, creating safe and inclusive workplaces and investing in communities for a stronger Queensland.

Our human rights commitment is to create a stronger, fairer Queensland by respecting, protecting and promoting human rights in everything we do. Our objectives are: A great start for all children, Every student succeeding, Building Queensland communities, Safe and capable people delivering our vision, Fair and safe workplaces and communities. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at [www.qed.qld.gov.au](http://www.qed.qld.gov.au)

### Your opportunity

As the Senior Human Resources Services Officer, you will:

- Provide leadership and direction to officers providing human resource management and payroll administration services to clients.
- Query, retrieve, analyse and present data in various formats for the use of regional and school based officers.

The Senior Human Resources Services Officer reports to the Senior Human Resources Consultant, Nominated Region, People Branch.

### Your role

Appointments in the public sector are merit-based and will be assessed by looking at what you have done previously—the knowledge, skills and experience you have built, your potential for development, and your personal qualities.

Responsibilities include:

- Use departmental tools and resources (including online systems, excel, TSS) to query and retrieve data stored in corporate information systems, and to analyse and present data to be utilised in workforce planning.
- Develop, maintain, update and analyse periodic reports specific to human resource management.
- Participate in the development of statistical analysis, interpretation and reporting procedures for human resources related data.
- Check and quality assure the work of colleagues to maximise the level of team output in terms of quality and accuracy.
- Maintain a high level of accuracy and confidentiality in all correspondence and administrative documents.



- Employ high level computer literacy to use appropriate software programs and utilise a range of recording and tracking tools that support human resources and payroll management functions.
- Provide operational advice and support in relation to a diverse range of human resources and payroll management policies and practices.
- Interact with other human resources management officers in areas relevant to the delivery of services and coordinate work to meet deadlines and commitments and to ensure efficient and effective service delivery.
- Ensure compliance with government legislation, directives and departmental policies that impact on human resources management and payroll administration services.
- Assist in the identification of the developmental needs of staff and coordinate the delivery of staff training and development.

#### **Other responsibilities (as required)**

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

### **Competencies – How you may be assessed**

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

#### **Vision:**

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

#### **Results:**

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

#### **Accountability:**

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

### **Additional information**

- This role description works in conjunction with the Candidate Information Package.