



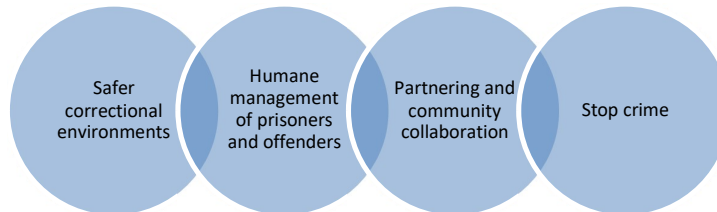
# Human Resources Officer

Position details			
Command	People Capability	Location	Lockyer Valley Correctional Centre
Classification	AO4	Salary per fortnight	\$3,331.20 to \$3,652.80
Type of vacancies	Permanent, Flexible Full Time	Salary per annum	\$86,908 to \$95,298
Reports to	Human Resources Manager	No. direct reports	Nil
Contact name	Tanya Lane	Contact position title	Project Manager, Recruitment SQCP-S2
Telephone	07 3565 7649	Closing date	Wednesday, 17 <sup>th</sup> July 2024
Job Ad Ref	QLD/575696/24		

## About Queensland Corrective Services

### Who we are

At Queensland Corrective Services we strongly believe in the need to work with people that value the goals of our organisation and who will thrive in our workplace. Our strategic objectives are:



### Our vision

To enhance the safety of Queenslanders through modern, sustainable and evidence-based corrective services to maximise rehabilitation and reduce recidivism.

### Our purpose

To provide safe, modern, and responsive correctional services which rehabilitate prisoners and offenders and prevent crime making Queensland safer.

### Our values

The following values underpin behaviours that will support, transform and enable better ways of working.

**Professionalism:** We are a responsive criminal justice agency providing the highest standards of service delivery through diligence, efficiency, collaboration, sharing of knowledge and supporting our co-workers, stakeholders, the community, prisoners and offenders.

**Integrity:** We inspire trust by acting ethically at all times, acting with honesty and truthfulness and treating prisoners and offenders with dignity and respect.

**Accountability:** We are publicly accountable for the provision of community safety through our actions and preparedness to justify our decisions.

**Innovation:** We seek to continually improve through innovation, evidence-based best practice and research to improve correctional services.

## Our people

Capable and professional people delivering responsive services; our greatest strength is the diversity, talent and dedication of our people and our commitment to supporting them.

## Our organisational structure

Queensland Corrective Services is comprised of three divisions and the Office of the Commissioner:

- Custodial Operations
- Community Corrections and Specialist Operations
- Organisational Capability
- Workforce Culture, Integrity and Capability

Our Queensland Corrective Services organisational structure can be viewed [here](#).

## About the Command

Correctional centres are responsible for the delivery of custodial services across Queensland. People in custody are supervised in either high or low security correctional centres. High security centres provide for the management of adult prisoners held in secure custody correctional centres across Queensland.

The Lockyer Valley Correctional Centre forms part of a decision by Government to respond to the increasing prisoner numbers in Queensland, by increasing bed capacity for prisoners, whilst also targeting a response to mental health, problematic substance use and to increase the availability of beds for complex prisoner cohorts.

The facility will provide accommodation units from high to low classification, providing accommodation for male sentenced prisoners. In addition, for male prisoners requiring specialised living environments and/or interventions, the following separate accommodations will support specialist management and intervention in an environment specifically designed to respond to and manage complex medical, cognitive, and behavioural needs:

- Complex Behaviour Community
- Close Supervision and Support Unit with capability to accommodate and reintegrate prisoners in a multifunctional unit.
- Safety Unit.

## About the Role

This position is a key member of the human resources team delivering a range of human resource management policy and advice services to staff and senior management within Correctional Centre. It will also play a role in the overall management of resourcing for the centre including the centre's staffing and workforce reports. The position operates closely with the Human Resources Manager who has overall responsibility for HR support within the centre.

In this role you will:

- Provide an internal HR consultancy service to line management and staff, ensuring day to day needs are met for a broad range of HR services and advice.
- Oversee the co-ordination of rostering processes within the centre and ensure that rostering practices comply with Agency standards and legislative provisions.
- Actively contribute to recruitment and retention activities to assist in ensuring that the staffing needs of the centre are met.
- Provide advice on staff resourcing models for the correctional centre to ensure effective use of allocated resourcing funds.
- Provide consultancy, support and advice to branch management and staff for the development and implementation of workforce support and strategy initiatives and programs.
- Oversee the general human resource administrative support - including the administration of the annual leave planner, leave entitlements for staff, and responsibility for answering complex payroll enquiries.
- Assist the roster officer to provide information to management regarding roster estimates and costs.
- Provide significant contribution to the development of HR plans aimed at delivering a broad range of services across the centre, ensuring alignment with relevant HR strategic objectives for QCS.
- Build HR capability in the centre through implementing and coordinating key HR initiatives and supporting management to deliver outcomes associated with these initiatives.
- Responsible for ensuring timely, accurate and uniform roster coding, maintaining data integrity of the rostering system across services, assisting in roster-based HR and Financial analyses



- Review and analyse HR reporting and provide recommendations to senior management
- Contribute to the building of the professional capability of the HR team

### Role Fit

Within the context of the role responsibilities described above under “About the role”, the ideal applicant will be someone who can competitively demonstrate their knowledge, skills and experiences and their suitability against the [Leadership competencies for Queensland \(Individual contributor\)](#): Vision, Results and Accountability in the context of the essential requirements for this role:

The essential requirements for this role are:

- Effective interpersonal skills as evidenced by the ability to build successful relationships with internal and external stakeholders with a focus on high quality HR service delivery for client groups with QCS.
- Demonstrated written communication and research skills including the ability to prepare reports and submissions.
- Ability to supervise staff
- Problem solving and analytical skills for investigating and resolving HR issues, and for improving HR practices and processes.
- Understanding and practical application of legislation, policies and procedures relating to HR activities.
- Knowledge of rostering principles and systems would be an advantage.

### Qualifications, professional registration, conditions and other requirements

- Nil

### How to apply

To be considered for this role, please provide the following information to the selection panel for assessment of your suitability:

- A **cover letter** (1-2 pages maximum) outlining how your knowledge, skills and experiences make you a competitive candidate against the [Leadership competencies for Queensland \(Individual contributor\)](#): Vision, Results and Accountability within the context of the essential requirements ‘role fit’ and responsibilities described under ‘about the role’.
- Your **current curriculum vitae/resume**, including two referees who can attest to your performance and conduct in the workplace. Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years, and it is preferable to include your current/immediate/past supervisor. By providing the names and contact details of your referee/s you consent for these people to be contacted by the selection panel. If you do not wish for a referee to be contacted, please indicate this on your resume and contact the selection panel chair to discuss.

People from diverse backgrounds including non-English speaking backgrounds, people with a disability, women, Aboriginal people and Torres Strait Islander people are encouraged to apply.

Applying online through the Smart Jobs and Careers website [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) is the preferred means to submit an application. To do this, access the 'apply online' facility on the Smart jobs and careers website. You will need to create a 'My SmartJob' account before submitting your online application.

By applying online you can track your application through the process, maintain your personal details through registration and withdraw your application if required.

If you experience any technical difficulties when accessing [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) please contact 13 QGOV (13 74 68). All calls relating to the status of your application once the job has closed should be directed to the contact officer on the role description.

If you do not have internet access and are unable to submit your application online please contact the QSS Customer Support Team on 1300 146 370, between 9am to 5pm Monday to Friday, to enquire about alternative arrangements.

Late applications cannot be submitted via the Smart jobs and careers website, so please allow enough time before the closing date to submit your application. If approval has been granted by the Selection Panel for a late application to be considered, please contact the QSS Customer Support Team on the number above to arrange this.

Hand delivered applications will not be accepted.

### Respect in the workplace

Queensland Corrective Services values and respects the diversity of its workforce and believes that all its employees should be treated fairly and with dignity and respect. All employees of Queensland Corrective Services must show respect for each other, visitors, the general public and contractors by treating them fairly and objectively, ensuring freedom from discrimination, sexual harassment, racial or religious vilification, victimisation and bullying. Queensland Corrective Services is an employer of choice and an equal opportunity employer.



**Human Rights Act 2019**

Queensland Corrective Services is committed to respecting, protecting and promoting human rights. Under the *Human Rights Act 2019*, Queensland Corrective Services has an obligation to act and make decisions in a way that is compatible with human rights and, when making a decision, to give proper consideration to human rights. When making a decision about recruitment and selection, decision-makers must comply with that obligation.

Further information about the Human Rights Act 2019 is available at:

<https://www.qhrc.qld.gov.au/your-rights/human-rights-law>

<https://www.forgov.qld.gov.au/humanrights>

**Criminal history checks**

Criminal history checks will be undertaken by Queensland Corrective Services on preferred applicant(s). Applicants seeking appointment in Queensland Corrective Services are required to disclose any criminal histories and/or charges (including convictions which are not recorded), usually at time of interview, as per the provisions of the *Criminal Law (Rehabilitation of Offenders) Act 1986*, section 9A(1). A criminal conviction or charge will not automatically exclude an applicant from consideration for appointment with the Department. Queensland Corrective Services will obtain information from the Queensland Police Service on whether an applicant is under investigation for a serious offence and, if necessary, information can be obtained concerning the person.

**Pre-employment checks**

Pre-employment checking may be conducted on preferred applicants before placement. They are used to verify that the information provided by the applicant in the selection processes is true and accurate. Queensland Corrective Services pre-employment check includes an Integrity check of past performance or previous discipline history to ascertain suitability of employment.

**Employee obligations****Occupational Health and Safety**

Queensland Corrective Services aims to maintain a safe, health and secure environment for all employees, visitors and contractors. Achieving this aim is the responsibility of all.

**Disclosure of any pre-existing injury or medical condition**

Applicants may be required to disclose any pre-existing injury or medical condition of which they suspect would be aggravated by performing the role. Details are available in sections 571(b) of the *Workers' Compensation and Rehabilitation Act 2003* (<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-027#ch.14-pt.1-div.1>). Please refer to the Applicant Information pack for the further information.

**Additional Information**

Pre-employment screening, including criminal history and discipline history checks, may be undertaken on persons recommended for employment.

There may be instances where the incumbent will be required to work hours outside the normal work hours.

A minimum probation period of 3 months may apply.

The role description provides the minimum requirements for the role. The incumbent may be required to undertake other duties as required.

A non-smoking policy is effective in Queensland Government buildings, offices and motor vehicle.

Where a subsequent or recurring vacancy arises, either from the same centre/location or different centre/location from the advertised position, the vacancy may be filled from the order of suitability used to fill the original position. Applications will remain current for up to 12 months after the closing date.

