

Role Description

Human Resources Adviser

Role Description Fields	Details
Cluster	Stronger Communities
Department/Agency	Office of Director of Public Prosecutions
Division/Branch/Unit	Corporate Services/Human Resources
Classification/Grade/Band	Prosecution Officer (Administrative) Level 4
Senior executive work level standards	Not Applicable
ANZSCO Code	223111
PCAT Code	2291224992
Date of Approval	03 June 2015
Agency Website	www.odpp.nsw.gov.au

Agency overview

The Office of the Director of Public Prosecutions (ODPP) provides an independent, efficient, fair and just prosecution service for the people of New South Wales. The vision of the ODPP is to be a dynamic prosecution service recognised for its excellence and leadership. It acts in the public interest for NSW Parliament, the Judiciary, the Courts, Police, victims, witnesses, accused persons and other stakeholders in the criminal justice system and the wider community.

The Corporate Services division provides a wide range of services to the organisation specialising in the key areas of finance, human resources, procurement, information technology, training and asset management. The Division strives for and is committed to excellent customer support to the ODPP and its key stakeholders.

Primary purpose of the role

This role is responsible for providing high-quality, professional HR advice and support to staff and management across the Office. The HR Adviser will provide advice and operational services across the employment lifecycle, undertake research to respond to queries and co-ordinate the delivery of initiatives and various cyclical workforce activities. HR Advisers will work in direct partnership with HR Business Partners to facilitate consistent delivery to the Office.

Key accountabilities

- Provide advice to staff and managers about conditions of service, entitlements, remuneration, benefits and related statutory requirements, legislation, policy and procedure. Manage and ensure timely response to requests raised through the Request Management System.
- Act as day-to-day conduit on payroll related ticket submission and information flow between the ODPP, staff and Shared Services.
- Monitor the timely payroll onboarding of new employees and collaborate with Shared Services and other Corporate Services employees to support efficient onboarding practices.
- Perform a range of administrative support functions and prepare correspondence relating to onboarding, mobility (transfer, secondment and temporary assignment) and temporary employment extensions to facilitate timely employment outcomes.
- Assist with case management and project activities (including work and non-work-related sick leave).

- Maintain and administer HR Information Systems for recruitment, onboarding and performance development and ensure data integrity.
- Manage staff and leave records.
- Perform duties of Recruitment Coordinator as required.
- Participate in projects to improve HR service delivery and organisational efficiency.

Key challenges

- Keeping up to date with variations to awards, agreements, legislation and public sector policy in a range of HR functions and, where necessary, changing and improving procedures and processes to meet new requirements and increase efficiency.
- Influencing managers to undertake their responsibilities for HR management as published in Office policies, procedures and service standards.
- Balancing competing deadlines to ensure service standards and legislative requirements are met in relation to all Branch services as well as producing an accurate and timely payroll.

Key relationships

Internal

Who	Why
ODPP Staff	<ul style="list-style-type: none"> • Provide services and advice on related issues.
Manager HR Business Partners and Services	<ul style="list-style-type: none"> • Take direction, maintain communication regarding deadlines.
HR Business Partners	<ul style="list-style-type: none"> • Take direction/discuss issues/trends and keep informed in relation to activities to ensure strategic initiatives are being implemented

External

Who	Why
Other Government Agencies	<ul style="list-style-type: none"> • Services checks, staff transfers, secondments
Shared Services (SSCX)	<ul style="list-style-type: none"> • Ensure payroll and onboarding services delivered

Role dimensions

Decision making

Responsible for maintaining the integrity of employee records and accountable for the accurate and timely processing of salary variations.

Reporting line

HR Services Manager

Direct reports

NIL

Budget/Expenditure

NIL

Key knowledge and experience

- NIL

Essential requirements

- Substantial experience in a human resources environment and knowledge of contemporary best practice HR principles, with ability to interpret legislation and industrial instruments.
- Strong hands on experience in payroll administration, with a sound knowledge (or capacity to gain knowledge) of public sector entitlements and conditions of employment.
- Significant experience with computerized HR systems; word processing and spreadsheet skills.

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.


The capabilities are separated into focus capabilities and complementary capabilities





Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

Focus capabilities












Capability group/sets	Capability name	Behavioural indicators	Level
	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none">• Represent the organisation in an honest, ethical and professional way and encourage others to do so• Act professionally and support a culture of integrity• Identify and explain ethical issues and set an example for others to follow• Ensure that others are aware of and understand the legislation and policy framework within which they operate• Act to prevent and report misconduct and illegal and inappropriate behaviour	Adept

 <p>Relationships</p>	<p>Commit to Customer Service</p> <p>Provide customer-focused services in line with public sector and organisational objectives</p>	<ul style="list-style-type: none"> • Take responsibility for delivering high-quality customer-focused services • Design processes and policies based on the customer's point of view and needs • Understand and measure what is important to customers • Use data and information to monitor and improve customer service delivery • Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant customers within the community 	<p>Adept</p>
 <p>Results</p>	<p>Plan and Prioritise</p> <p>Plan to achieve priority outcomes and respond flexibly to changing circumstances</p>	<ul style="list-style-type: none"> • Plan and coordinate allocated activities • Re-prioritise own work activities on a regular basis to achieve set goals • Contribute to the development of team work plans and goal setting • Understand team objectives and how own work relates to achieving these 	<p>Foundational</p>
 <p>Results</p>	<p>Think and Solve Problems</p> <p>Think, analyse and consider the broader context to develop practical solutions</p>	<ul style="list-style-type: none"> • Identify the facts and type of data needed to understand a problem or explore an opportunity • Research and analyse information to make recommendations based on relevant evidence • Identify issues that may hinder the completion of tasks and find appropriate solutions • Be willing to seek input from others and share own ideas to achieve best outcomes • Generate ideas and identify ways to improve systems and processes to meet user needs 	<p>Intermediate</p>
 <p>Business Enablers</p>	<p>Technology</p> <p>Understand and use available technologies to maximise efficiencies and effectiveness</p>	<ul style="list-style-type: none"> • Display familiarity and confidence when applying technology used in role • Comply with records, communication and document control policies • Comply with policies on the acceptable use of technology, including cyber security 	<p>Foundational</p>

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

Capability group/sets	Capability name	Description	Level
	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Foundational
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Foundational
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Intermediate
	Work Collaboratively	Collaborate with others and value their contribution	Foundational
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Foundational
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Foundational
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management	Understand and apply effective planning, coordination and control methods	Foundational