

# Role Description

## HR Officer

Law Enforcement  
Conduct Commission

Role Description Fields	Details
Cluster	Premier and Cabinet
Department/Agency	Law Enforcement Conduct Commission
Division/Branch/Unit	CEO
Role number	HR003
Classification/Grade/Band	Clerk Grade 7/8
Senior executive work level standards	Not Applicable
ANZSCO Code	223111
PCAT Code	TBC
Date of Approval	25 June 2024
Agency Website	<a href="http://www.lecc.nsw.gov.au">www.lecc.nsw.gov.au</a>

### Agency overview

The Law Enforcement Conduct Commission (LECC) is an independent body exercising royal commission powers to detect, investigate and expose serious misconduct within the NSW Police Force and the NSW Crime Commission. The LECC also independently monitors and reviews the investigation of complaints by the NSW Police Force and the NSW Crime Commission about the conduct of their officers. In doing so the LECC recognises the primary responsibility of those agencies to investigate and prevent officer misconduct and corruption within those agencies, while providing for oversight of those functions.

The LECC works collaboratively with the NSW Police Force and the NSW Crime Commission to educate and promote the prevention and elimination of officer misconduct, particularly through the identification of systemic issues that are likely to be conducive to the occurrence of officer misconduct and corruption. The LECC also undertakes independent, real-time monitoring of critical incident investigations undertaken by the NSW Police Force, and can make reports on the conduct of critical incident investigations by the NSW Police Force.

The LECC plays a key role in strengthening the integrity of law enforcement in NSW.

### Primary purpose of the role

The HR officer provides a broad generalist HR support to the HR team. The role has responsibility for implementation of Learning and Development and supports in other areas such as wellbeing, WHS, and policy.

### Key accountabilities

- Implement and administer training and development strategies and opportunities across the organisation.
- Maintain current knowledge of contemporary HR issues and trends.
- Administer and implement HR technology systems and solutions.
- Provide advice and partner with team leaders to resolve low level local HR issues.
- Assist with recruitment action including preparing correspondence relating to offers of employment, onboarding and inductions.

- Provide timely, accurate and appropriate administration support to the Manager HR on a broad range of HR matters.
- Facilitate work health and safety matters including wellbeing
- Actively contribute to the continuous improvement of HR and related policies

## Key challenges

- Maintaining up to date knowledge of relevant HR related legislation and keeping abreast of ongoing changes whilst responding in an accurate and timely manner to current matters and issues.
- Maintaining open, effective, and proactive communication with managers and staff to build collaborative relationships and to support the achievement of HR objectives.
- Exercising sound judgment, empathy and discretion when dealing with sensitive and complex matters.

## Key relationships

### Internal

Who	Why
Manager HR	<ul style="list-style-type: none"> <li>• Day to day responsibilities</li> <li>• Provide support and advice</li> </ul>
Managers and Team Leaders	<ul style="list-style-type: none"> <li>• Matters requiring clarity, review and resolution</li> <li>• Provide information and advice</li> </ul>
LECC Employees	<ul style="list-style-type: none"> <li>• Provide Information and advice</li> </ul>

### External

Who	Why
Members of the Public	<ul style="list-style-type: none"> <li>• Provide information about recruitment and selection practices</li> </ul>

## Role dimensions

### Decision making

This role independently manages day to day workload within agreed deadlines, takes active ownership of own work and collaborates with others in the team to ensure delivery of outcomes to a high standard. The role refers decisions to the Manager HR requiring or resulting in significant change to outcomes or timeframes; those with the potential to escalate or create precedent; matters requiring a higher administrative or financial delegation or submission to a higher level of management.

### Reporting line

The role reports to the Manager HR

### Direct reports

Nil

### Budget/Expenditure

Nil

## Key knowledge and experience

- Tertiary qualifications in Human Resources or related and recent experience in a human resources role.

- A probity assessment to establish reliability, trustworthiness, integrity, and suitability of employment. In addition, LECC officers are also required to obtain and retain a commonwealth security clearance. This role requires a security clearance at the Baseline level. The LECC will facilitate the process to obtain this clearance level for the role holder within six months of appointment.

## Essential requirements

- Tertiary qualifications in Human Resources or related and recent experience in a human resources role.

## 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.

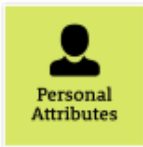
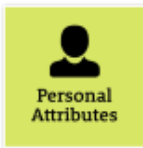
The capabilities are separated into focus capabilities and complementary capabilities.

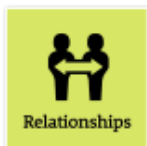
## Focus capabilities

*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
	<b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way and encourage others to do so</li> <li>• Act professionally and support a culture of integrity</li> <li>• Identify and explain ethical issues and set an example for others to follow</li> <li>• Ensure that others are aware of and understand the legislation and policy framework within which they operate</li> <li>• Act to prevent and report misconduct and illegal and inappropriate behaviour</li> </ul>	Adept
	<b>Value Diversity and Inclusion</b> Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	<ul style="list-style-type: none"> <li>• Be responsive to diverse cultures, backgrounds, experiences, perspectives, values and beliefs</li> <li>• Seek participation from others who may have different backgrounds, perspectives and needs</li> <li>• Be open to different perspectives and experiences in generating ideas and solving problems</li> <li>• Adapt well in diverse environments</li> <li>• Respond constructively to feedback regarding observations of bias in language or behaviour</li> </ul>	Intermediate

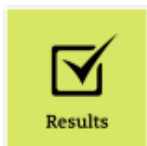


### Communicate Effectively

Communicate clearly, actively listen to others, and respond with understanding and respect

- Tailor communication to diverse audiences
- Clearly explain complex concepts and arguments to individuals and groups
- Create opportunities for others to be heard, listen attentively and encourage them to express their views
- Share information across teams and units to enable informed decision making
- Write fluently in plain English and in a range of styles and formats
- Use contemporary communication channels to share information, engage and interact with diverse audiences

Adept

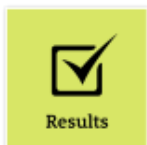


### Deliver Results

Achieve results through the efficient use of resources and a commitment to quality outcomes

- Seek and apply specialist advice when required
- Complete work tasks within set budgets, timeframes and standards
- Take the initiative to progress and deliver own work and that of the team or unit
- Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals
- Identify any barriers to achieving results and resolve these where possible
- Proactively change or adjust plans when needed

Intermediate



### Think and Solve Problems

Think, analyse and consider the broader context to develop practical solutions

- Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence
- Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience
- Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience
- Seek contributions and ideas from people with diverse backgrounds and experience
- Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness
- Identify and share business process improvements to enhance effectiveness

Adept




### Technology

Understand and use available technologies to maximise efficiencies and effectiveness

- Identify opportunities to use a broad range of technologies to collaborate
- Monitor compliance with cyber security and the use of technology policies
- Identify ways to maximise the value of available technology to achieve business strategies and outcomes
- Monitor compliance with the organisation's records, information and knowledge management requirements

Adept


## Occupational Specific Focus Capabilities










Capability group/sets	Capability name	Behavioural indicators	Level
	<b>Employee services</b> Deliver customer focused services to optimise the employment life-cycle experience at an individual and organisational level	<ul style="list-style-type: none"><li>• Deliver required workforce management services to employees and managers in line with service-level agreement for the division or organisation, ensuring compliance with legislative and regulatory requirements.</li><li>• Advise managers and employees on more complex employment issues, escalating matters as required.</li><li>• Provide specialist support to managers and employees during the implementation of new or changed employee service offerings.</li><li>• Use tools to analyse processes in order to identify opportunities to improve response times, increase quality and reduce costs.</li><li>• Evaluate internal feedback to inform and facilitate high quality, responsive employee services.</li><li>• Conduct analysis to determine the impacts of legislative or policy changes and implement required changes in order to maintain compliance.</li><li>• Evaluate service levels and provide timely ad-hoc and regular feedback to third party suppliers</li></ul>	Level 2

## 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	Adept

	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Adept
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate