

# DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

## Duty Statement

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Classification : Executive Band 1

Program : People Strategies

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Security Assessment : Not assessed

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## Duties

Under the limited direction of the Director, People Strategies:

1. Assist in providing a leadership role to staff engaged in the provision of departmental people management.
2. Advise, inform and deliver across a range of human resources services.
3. Provide high-level policy and operational advice and support to the Executive, managers and departmental employees in relation to people services matters.
4. Undertake relevant project and research work, including working across the Department and the Parliamentary Service, develop policies and procedures relating to people matters.
5. Support the development and delivery of people services to departmental employees by monitoring issues within the department and developing and implementing appropriate solutions.
6. Represent the department at external forum and meetings.

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Duty representing highest function : EQUAL

Immediate supervisor : Director, People Strategies, Executive Band 2

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Approved:

Serjeant-at-Arms

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## Selection Criteria

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Assistant Director, People Strategies

### EXECUTIVE BAND 1

1. Proven leadership and management skills.
2. Demonstrated knowledge of and experience in the delivery of people services in accordance with relevant legislation and policy requirements.
3. Demonstrated practical understanding of current initiatives in people services matters.
4. Demonstrated analytical and research skills.
5. Demonstrated effective, high-level interpersonal, communication, negotiation and liaison skills.

Approved:

Serjeant-at-Arms