



JOB DESCRIPTION

Assistant Director, People Strategies

Classification:	Executive Band 1
Type of employment:	Full-time
Section:	People Strategies Office
Position number:	5302, 5303
Security assessment:	Baseline

About the department

The Department of the House of Representatives provides services to support the efficient conduct of the House of Representatives, its committees and certain joint committees, and also provides a range of services and facilities for Members of Parliament in Parliament House. The department also promotes the work of the House in the community and supports the conduct of the Parliament's international and regional relations.

About the section

The People Strategies Office is responsible for providing efficient and effective human resources advice and services to support the Department of the House of Representatives.

The People Strategies Office provides advice and support to management and staff on policies and procedures. It also provides payroll services (for both departmental staff and Members of Parliament); administration of training and development; work health and safety, rehabilitation case management; performance and conduct advice; employment relations and broad human resource initiatives and projects.

About the role

The Assistant Director, People Strategies, is responsible for a broad range of human resources activities and functions. The successful applicant will provide operational and strategic advice related to industrial relations, workforce planning, work health and safety, human resources policies and other people management matters. The successful applicant will be an experienced leader who can influence, plan and deliver outcomes and support the strategic direction of the team.

Duties

The Assistant Director will:

1. In conjunction with the Director, provide leadership and support to the People Strategies Team and encourage continuous improvement and development of staff.
2. Provide advice on, manage or deliver a range of human resources functions including:
 - workforce planning and analytics
 - work health and safety (including rehabilitation and case management)
 - recruitment (including the Parliament of Australia Graduate Program)
 - support, develop or lead the implementation of new policies and associated systems
 - workplace relations
 - learning and development
 - payroll services for departmental staff and Members of Parliament.
3. Perform relevant project and research work, including across the department and Parliamentary Service, to develop and draft policies and procedures relating to people matters.
4. Support the development and delivery of people-related initiatives to departmental employees by monitoring issues within the department and implementing appropriate solutions.

Selection criteria

The successful candidate will demonstrate:

1. high-level leadership and interpersonal skills, including the ability to work within a small team dealing with complex issues
2. experience in the delivery of human resources functions in accordance with relevant legislation and policy requirements
3. excellent communication skills, including high-level liaison and negotiation, and the ability to develop good working relationships
4. a strong practical understanding of current workforce challenges and initiatives in people management matters and
5. the ability to prioritise, deliver outcomes and respond flexibly as priorities and issues emerge.

Eligibility

1. Tertiary qualifications in a related discipline or equivalent experience in a similar role is desirable.
2. The successful candidate will be required to obtain and maintain a Baseline Security Clearance. Maintenance of a security clearance at this level is essential to the role, and failure to maintain a security clearance at this level will result in termination of employment.

Further information about the department is available on the [DHR website](#).

Additional information may also be found on  @AboutTheHouseAU and  @AboutTheHouse.

Approved:

Serjeant-at-Arms

19 January 2021