

# POSITION DESCRIPTION

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|-------------------------------------|-------------------------------------------------------------|
| <b>Directorate:</b>                 | Education                                                   |
| <b>Branch:</b>                      | People and Performance                                      |
| <b>Section:</b>                     | People and Conduct                                          |
| <b>Position Title:</b>              | Director – HR and Injury Management Business Partnering     |
| <b>Position Number:</b>             | P42207                                                      |
| <b>Classification:</b>              | Senior Officer Grade B (SOG B)                              |
| <b>Immediate Supervisor:</b>        | Senior Director, People and Conduct                         |
| <b>Security Clearance Required:</b> | No                                                          |
| <b>Location:</b>                    | Hedley Beare Centre for Teaching and Learning, Stirling ACT |
| <b>Last Reviewed:</b>               | August 2026                                                 |

## DIRECTORATE OVERVIEW

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The Education Directorate is one of nine ACT Government Directorates established with a collaborative purpose to achieve the ACT Government's priorities and to serve the community. The Education Directorate services include the provision of public-school education, regulation of education and care services, registration of non-government schools and home education.

**What is important to us:** We are an education system that empowers our young people to thrive in ways that foster a democratic, equitable, diverse and prosperous society.

**Our Mission:** We develop and deliver educational services to empower each young person in the ACT to learn for life.

**Our Vision: to be a leading learning organisation where people know they matter.** Our Directorate values of respect, integrity, collaboration, and innovation reflect the employee values of the ACT Public Service.

The ACT public education system continues to expand with over 50,000 students attending 90 public schools, comprising:

- early childhood schools
- preschools (including Koori preschools)
- primary schools
- high schools (years 7 to 10)
- colleges (years 11 and 12)
- specialist schools
- preschool to Year 10 schools
- year 7 to 12 school.

The Directorate is structured around five groups: School Improvement; System Policy and Reform; Business Services; Safe at School; and Service Design and Delivery. The Directorate employs over 8,000 staff including over 4,700 school teachers and leaders.

The Directorate operates within a 'One ACT Government' framework to facilitate the implementation of whole-of-government priorities and initiatives. The ACT Government's vision for the Territory is embodied in the following strategic themes – quality health care; a fair and safe community; excellent education, quality teaching and skills development; a strong dynamic economy; a vibrant city and great neighbourhoods; a sustainable future; and high-quality services.

A link to the Directorate's organisational chart is <https://www.education.act.gov.au/about-us/who-we-are>.

## **BRANCH OVERVIEW**

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The People and Performance Branch incorporates Recruitment; People and Conduct, including HR Business Partners, Injury Management and People Cases; Workplace Relations; New Educator Support Program; Teacher Workload Reform; and People Strategy, including People Capability, Diversity and Inclusion and the Workforce Analytics and Strategy team. The Branch is responsible for providing quality, client focused services to maintain a highly skilled, sustainable workforce.

This includes:

- providing high quality, client focused human resources services to ensure the Directorate maintains a highly skilled, sustainable workforce
- providing expert advice and assistance to senior executives on a broad range of strategic HR management activities in accordance with relevant legislation, policies and guidelines
- building organisational capability to achieve the outcomes of the strategic plan
- developing and implementing Directorate strategic for workforce planning (including increasing teacher effectiveness)
- strategically analysing workforce data to underpin evidence-based advice and support to the Directorate executive
- building capacity of school principals as workforce leaders and managers
- supporting continuous improvement through workplace agreements
- maintaining effective partnerships to ensure client focused services
- ensuring the values and behaviours of the Directorate are upheld through strong HR policy and procedures.

## **POSITION OVERVIEW**

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The Directors within the HR Business Partner and Injury Management Team are responsible for the oversight, coordination and provision of advice and support regarding HR operational needs, injury management and HR processes for business areas and schools.

Additionally, the Directors have the responsibility for building capacity within the team to enable a partnership with the Directorate's leadership team to deliver a proactive and collaborative approach to effective workforce outcomes.

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration, and innovation, as well demonstrate the related signature behaviours.

## WHAT YOU WILL DO

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In accordance with Directorate Policies:

1. Ensure effective collaboration with the People and Performance leadership team and the wider People and Performance team to deliver the Directorate's people agenda and drive HR initiatives.
2. Provide effective leadership to the HR and Injury Management Business Partner team ensuring a results driven approach is fostered and adopted.
3. Provide operational leadership in the delivery of HR support programs and HR advice as they relate to the business needs of both schools and the broader Directorate.
4. Collaborate with the HR centres of excellence to anticipate and address capability and skills gaps, workplace behaviours, performance matters and partner with leaders to identify and address these proactively.
5. Provide sound HR advice on a full range of HR matters including (but not limited to) HR policy and process, recruitment and retention, workplace behaviours, employee relations, reward and recognition, learning and development, industrial relations and critical incident and crisis management support.
6. Ensure best practice approaches in the application of HR within the Directorate and where appropriate / necessary, work collaboratively with ACT Government stakeholders, Directorate stakeholders and external stakeholders to continuously improve the Directorate's application of HR in a collegiate manner.
7. Manage the implementation of HR options, plans, strategies, and programs to address organisational employee relations challenges including productivity, efficiency, absenteeism, leave management, workforce capability, performance development, employee reward and recognition and recruitment and retention.
8. Work in accordance with, and uphold the ACT Government Respect, Equity and Diversity Framework.

## WHAT YOU REQUIRE

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### Professional and Technical Skills, and Knowledge

1. Experience in the delivery of contemporary HR practices and the ability to lead a small HR and IM team in achieving key branch and Directorate objectives.
2. Ability to review, interpret and provide sound advice on relevant legislation, policy and Enterprise Agreement issues relevant to employee relations.
3. Considerable experience in HR Business Partnering with senior stakeholders, with particular experience in the continuous development and implementation of specific HR related programs, policy and change management.
4. Proven high level verbal and written communication skills including the ability to prepare formal employee correspondence, prepare reports, analyse data and other documents of a complex nature.

### Behavioral Capabilities

1. Effective interpersonal, teamwork and leadership skills including the ability to consult and negotiate on sensitive HR matters.

2. Demonstrated ability to deliver on commitments, building trust with stakeholders and colleagues especially under the pressure of multiple priorities and deadlines.
3. Demonstrated understanding and commitment to the implementation of the principles of Respect, Equity and Diversity (RED), ACTPS values and principles, participative work practices, work health and safety, staff development and training.

### **Compliance Requirements / Qualifications**

1. This position does not require a pre-employment medical.
  2. This position does not require a Working with Vulnerable People Check.
  3. Relevant tertiary qualifications or extensive experience in a similar role would be advantageous.
  4. Professional memberships relevant to HR would be an advantage and/or AHRI Professional Accreditation/Practicing Certificate.
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