

Position title	CHS HR Advisor
Position number	P28368
Directorate	Canberra Health Services
Division	People and Culture
Business unit	Business Partnerships
Classification	ASO5
Location	Canberra Hospital, North Canberra Hospital
Reporting relationships	Direct Manager: Director Employee Relations
Last reviewed	28 August 2025

Canberra Health Services

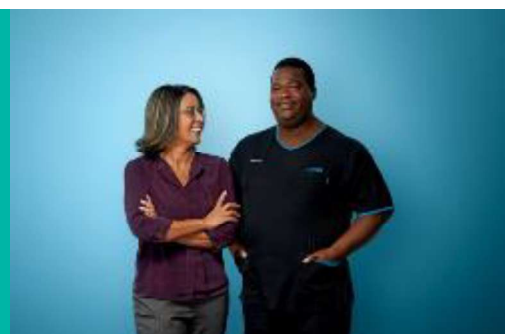
Canberra Health Services (CHS) is focused on the delivery of high quality, effective, person-centered care. We provide acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT) and surrounding regions. More information can be found on the CHS website.

We are committed to workforce diversity and creating an inclusive workplace.

Our Vision: creating exceptional health care together.

Our Role: to be a health service that is trusted by our community.

Our Values: Reliable, Progressive, Respectful and Kind.



Position overview

The People and Culture Division is responsible for providing strategic leadership and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across Canberra Health Services.

Working closely with other Canberra Health Services Division's the People and Culture portfolio delivers strategically aligned workforce solutions in areas including change management, diversity and inclusion, learning and development, industrial and employee relations, pay and benefits, rewards and recruitment.

The Division also plans, designs, communicates and monitors Canberra Health Services' Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable Canberra Health Services to deliver on its strategic agenda. Quality expert advice and support is provided through the People Strategy and Services integrated teams.

Canberra Health Services People and Culture are looking for an enthusiastic and experienced Human Resources (HR) practitioner. The successful applicant will be responsible for providing advice and assistance to HR Business Partners, Managers and Executives about the employment framework, managing workplace issues and general HR matters.

Key responsibilities

Specific responsibilities include, but are not limited to, the following.

1. Provide sound and consistent advice and assistance to employees, managers, and Business Partners in relation to interpretation and application of the ACTPS employment framework.
2. Assist managers to effectively manage performance and conduct processes, including contributing to correspondence and briefs associated with employment matters.
3. Contribute to the development, review and maintenance of HR policies, guidance and communication material.
4. Maintain HR records and databases and contribute to HR reporting as required.
5. Effectively support HR Business Partners and Senior HR Advisors with administrative tasks and processes.
6. Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

Competencies

Specific responsibilities include but are not limited to the following.

- Understanding of relevant legislation (e.g., *Fair Work Act*, *Enterprise Agreements*, *Public Sector Standards*).
- Experience managing workplace matters
- Ability to interpret and apply industrial instruments, policies, and procedures.
- Case Management and Advisory Skills.
- Expert communicator, adept at cultivating productive working relationships with a range of stakeholders.

- Contributing to governance frameworks around HR and ER practice.

Qualifications

Specific responsibilities include, but are not limited to, the following.

Essential	Desirable
• N/A	• Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

Experience

Specific responsibilities include but are not limited to the following.

Essential	Desirable
• Experience in a similar role and role environment.	• Experience or knowledge of the CHS Exceptional Care Framework, and all other related frameworks.

Prior to commencement

Appointment to this position is conditional on being granted and retaining appropriate clearances.

- Pre-employment National Police Check.
- Current registration issued under the [Working with Vulnerable People \(Background Checking\) Act 2011](#) is required.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Important information

All employees are required to:

- adhere to the Canberra Health Services Values and the ACT Public Service Code of Conduct.
- act in accordance and comply with all relevant Safety and Quality policies and procedures.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates, and contingencies.

Key selection criteria

These are the key selection criteria for how you will be assessed in conjunction with your resumé and experience.

1. Experience in providing general HR advice to Managers in line with relevant employment frameworks.
2. Experience in information gathering with a focus on workplace values and behaviours or similar.
3. Demonstrated written and oral communication skills, including liaison skills with demonstrated capacity to foster productive relationships with key stakeholders.
4. Demonstrated experience in setting and managing priorities in a team environment.
5. Demonstrates understanding of, and adherence to, safety and quality standards, Work Health and Safety and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful, and kind.



Acknowledgement of Country

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region. We acknowledge and respect their continuing culture and contribution to the life of this region.

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canberrahealthservices.act.gov.au/accessibility



Work environment description

The following work environment description outlines the inherent requirements of the role and indicates how frequently each of these requirements would need to be performed. Please note that the ACT Public Service is committed to providing reasonable adjustments and ensuring all individuals have equal opportunities in the workplace.

Administrative	Frequency
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Never

Travel	Frequency
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally

Physical demands	Frequency
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Never

Psychosocial demands	Frequency
Distressed People e.g. Emergency or grief situations	Occasionally
Aggressive & Uncooperative People e.g. drug / alcohol, dementia, mental illness	Never
Unpredictable People e.g. Dementia, mental illness, head injuries	Never
Restraining e.g. involvement in physical containment of clients/consumers	Never
Exposure to Distressing Situations e.g. Child abuse, viewing dead / mutilated bodies; verbal abuse; domestic violence; suicide	Never

Specific hazards	Frequency
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment e.g. gases; liquids; biological.	Never
Slippery or uneven surfaces	Never

Manual handling	Frequency
Lifting 0 – 9kg	Never
Lifting 10 – 15kg	Never
Lifting 16kg+	Never
Climbing	Never
Running	Never
Reaching	Never
Kneeling	Never
Foot and leg movement	Never
Hand, arm and grasping movements	Never
Bending/squatting	Never
Bend/Lean Forward from Waist/Trunk twisting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Never