

# POSITION DESCRIPTION

<b>Directorate:</b>	Education
<b>Branch:</b>	People and Performance
<b>Section:</b>	Onboarding and Operations
<b>Position Title:</b>	Senior HR Officer
<b>Position Number:</b>	<b>P33555, Several</b>
<b>Classification:</b>	Administrative Services Officer Class 6 (ASO6)
<b>Immediate Supervisor:</b>	Assistant Director (SOGC)
<b>Security Clearance Required:</b>	No
<b>Location:</b>	Hedley Beare Centre for Teaching and Learning, Stirling ACT / Working from home arrangements
<b>Last Reviewed:</b>	June 2026

## DIRECTORATE OVERVIEW

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The Education Directorate is responsible for delivering educational services to empower each young person in the ACT to learn for life. The Directorate is responsible for the operation of the network of government schools across the ACT and for regulating non-government school and early childhood education providers.

Our vision is that ‘every child and young person receives an excellent education, delivered and supported by highly skilled and valued professionals’ and our mission is to ‘lead and deliver excellent, inclusive and equitable education where all are safe, valued and able to flourish.’

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.

Further information about working in the ACT Public Service and the Education Directorate can be found at <https://www.jobs.act.gov.au/work-with-us> and <https://www.education.act.gov.au/>.

## BRANCH OVERVIEW

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The People and Performance Branch includes Recruitment, People Strategy, People and Conduct, the New Educator Support Program, Teacher Workload Reform, and Workplace Relations. It delivers high-quality, client-focused services to support a skilled, sustainable workforce across the Directorate.

The Branch plays a central role in helping the Directorate achieve its strategic objectives and meet legislative obligations by attracting, developing, and supporting a future-ready workforce. It provides a broad range of strategic and operational HR functions, including employee and industrial relations, recruitment and retention, learning and development, rewards and recognition, workplace culture, HR policy, organisational design, establishment governance, and workforce planning.

## **POSITION OVERVIEW**

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The Senior HR Officer will support the Directorate in providing a range of operational activities for ACT Public Schools and the Education Support Office.

Working within the Recruitment Section of the People and Performance Branch, the role helps attract, develop, and retain a skilled and high-performing workforce to enhance student learning outcomes. The Section provides advice and operational support on staff recruitment and deployment, establishment management, resource allocation, staff movement, conditions of service and staff entitlements.

## **WHAT YOU WILL DO**

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Under direction from the Assistant Director, Onboarding and Operations the Senior HR Officer will:

- Maintain accurate data sets and record-keeping systems to support enquiries and provide high level advice on employment matters to staff, managers and executives.
- Ensure compliance with employment eligibility requirements, including verification of work rights and mandatory registrations in accordance with ACTPS Employment Framework and Directorate policies
- Provide timely, accurate and well-reasoned written and verbal advice on human resource management matters, including the review, development and implementation of policies and procedures.
- Foster and sustain effective working relationships while delivering responsive, high-quality customer service across multiple enquiry channels, including efficient management of shared inboxes.
- Prepare clear, comprehensive correspondence, reports and other written materials that support the operations of the Recruitment teams key core functions.
- Lead projects and programs to support functions of the Directorate such as Permit to Teach and School Staffing Expenditure Monitoring System (SSEMS)
- Confidently use software applications such as Microsoft Office, Records Managements systems (e.g. Trim) and Human Resource Information Management systems (e.g. Chris21) to ensure operational efficiency.
- Actively contribute to team and branch priorities and undertake other duties aligned with the classification level to support the Directorate's objectives.

## **WHAT YOU REQUIRE**

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### **Professional and Technical Skills, and Knowledge**

1. Demonstrated knowledge of and ability to interpret ACTPS Employment, Industrial Frameworks, policies and procedures, including those relating to compliance with work rights, mandatory registrations and employment eligibility.
2. Strong interpersonal skills with the ability to work effectively both independently and collaboratively in a team environment.

3. Demonstrated ability to deliver high-quality customer service in a complex business environment, including the capacity to negotiate, liaise and collaborate with a diverse range of clients and stakeholders to foster productive working relationships.
4. Highly developed verbal and written communication skills including the ability to prepare briefs, strategic updates, letters, emails, reporting and other branch documentation in a timely way with a high degree of accuracy
5. Demonstrated experience in using HR systems and software, including Microsoft Office, TRIM (records management) and Human Resource Information Management Systems (e.g. Chris21, UKG Kronos), or the ability to quickly learn new systems.

### **Behavioural Capabilities**

6. Demonstrated high level organisational skills including the ability to effectively prioritise and use your initiative to take a project management approach to research, projects and deliverables.
7. Proven ability to handle personal and sensitive information appropriately, always maintaining proper confidentiality.
8. Demonstrated ability to deliver on commitments, building trust with stakeholders and colleagues especially under the pressure of multiple priorities and deadlines
9. 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, and ongoing staff development and training.

### **Compliance Requirements / Qualifications**

- This position does not require a Working with Vulnerable People Check.

### **Eligibility/other requirements:**

Highly desirable:

- Solid understanding of the HR context, or relevant qualifications/experience.
- Previous or current experience within the Education Directorate.
- Understanding of, or experience working in an ACT Public School context or environment.