

POSITION DESCRIPTION

Directorate:	Education
Branch:	People and Performance
Section:	People Strategy
Position Title:	HR Officer, Diversity and Inclusion Team
Position Number:	P38081
Classification:	Administrative Services Officer 5 (ASO 5)
Immediate Supervisor:	P56840
Security Clearance Required:	No
Location:	Hedley Beare Centre for Teaching and Learning, Stirling ACT
Last Reviewed:	September 2026

POSITION OVERVIEW

The HR Officer, Diversity and Inclusion will assist in the implementation of HR initiatives to support a high performing Directorate and a leading learning organisation, where our people know they matter.

The Diversity and Inclusion team sits within People and Performance Branch and is responsible for providing programs and initiatives that develop cultures of inclusion so that all employees know they matter. The team also provides support for our employee Diversity Networks and our Respect, Equity and Diversity Contact Officer Network. The position reports to the Assistant Director, Diversity and Inclusion.

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.

DIRECTORATE OVERVIEW

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

Our Vision: Every child and young person receives an excellent education, delivered and supported by highly skilled and valued professionals.

Our Mission: We lead and deliver excellent, inclusive and equitable education where all are safe, valued and able to flourish.

The ACT Education Directorate plays a significant role in ensuring quality learning for children and young people. The way we work is underpinned by the ACT public service values of respect, collaboration, innovation and integrity

The ACT public education system continues to expand with over 50,000 students attending 93 public schools, including:

- preschools (including Koori preschools)
- primary schools
- high schools
- K to year 10 schools
- colleges
- specialist schools, and
- a Year 7-12 school.

The Education Support Office of the Directorate is structured around five groups:

- School Improvement
- System Policy and Reform
- People, Governance and Communications
- Service Design and Delivery, and
- Finance and Infrastructure.

The Directorate employs over 8,500 staff including schoolteachers and leaders.

Further information about working in the ACT Public Service and the Education Directorate can be found [here](#).

BRANCH OVERVIEW

The People and Performance Branch is part of the People, Governance and Communications Group and 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 workforce leaders and managers
- build a workforce that is as diverse as the community we serve and be an inclusive workplace where difference is acknowledged and celebrated, where all employees can bring their whole self to work
- 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.

WHAT YOU WILL DO

In accordance with Directorate Policies:

1. Under limited direction perform administrative activities, including management and coordination of incoming correspondence, emails, and enquiries as well as drafting communication messaging and briefs.
2. With limited supervision, collaborate and support the agreed outcomes of the RED Contact Officer and Staff Diversity Networks.
3. Work collaboratively with stakeholders to effectively coordinate and schedule diversity and inclusion program and strategy activities.
4. Develop, implement and maintain processes and procedures that contribute to the efficient and effective management of the Diversity and Inclusion team.
5. Work collaboratively across the team and broader branch to contribute to shared goals of the branch and organisation.

WHAT YOU REQUIRE

Professional and Technical Skills, and Knowledge

1. Demonstrated experience providing a high level of customer service including interpersonal skills and management of different stakeholder groups.
2. Proven written communication skills including: the ability to prepare briefs, written promotional material, letters, emails, and reporting.
3. Sound organisational skills, including the ability to effectively manage multiple tasks, determine priorities and meet deadlines.

Behavioural Capabilities

4. Demonstrated ability to deliver on commitments, building trust with stakeholders and colleagues to support and influence business outcomes.
5. Adaptability and flexibility to accommodate change.
6. Demonstrated understanding and commitments to ACT Public Services Values and Signature behaviours, the Respect, Equity and Diversity (RED) Framework.

Compliance Requirements / Qualifications

7. Relevant experience and/or qualifications in administration, diversity, inclusion, and/or HR desirable but not essential.
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WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of HR Officer, People Capability and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Occasionally
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Never
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent overtime	Never
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Frequently
Working in a call centre environment	Never
Working directly with the public	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Occasionally
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	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	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Never

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Occasionally