

POSITION DESCRIPTION

Directorate:	Education
Branch:	People and Performance
Section:	Onboarding and Operations
Position Title:	HR Officer
Position Number:	P37933
Classification:	Administrative Services Officer Class 4 (ASO4)
Immediate Supervisor:	Senior HR Officer
Security Clearance Required:	No
Location:	Hedley Beare Centre for Teaching and Learning, Stirling ACT /
	Working from home arrangements
Last Reviewed:	June 2026

DIRECTORATE OVERVIEW

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

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

The HR Officer will support the Directorate in providing a range of operational recruitment 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. The role also contributes to establishment management by supporting schools and business areas in maintaining accurate position data and ensuring alignment with approved staffing structures.

WHAT YOU WILL DO

Under direction of the Senior HR Officer, Onboarding and Operations, the HR Officer will:

- Contribute to the effectiveness and efficiency of the Onboarding and Operations team in providing a range of human resource services.
- Support management of central applicant merit pools, coordinate referrals to registered vacancies, and provide professional candidate care through timely communication, guidance and support, ensuring an efficient and positive recruitment experience.
- Interpret legislation and make recommendations regarding conditions of service and HR related matters.
- Respond to enquiries, provide advice and recommendations regarding conditions of employment and related processes.
- Provide efficient support services to customers, and stakeholders of the ACT Government verbally and in writing surrounding recruitment matters.
- Prepare correspondence, including offers of employment, casual registration and general advice.
- Conduct quality checks and assurance on workforce data, examining and analysing information from the HR systems to ensure alignment to policy/legislation.
- Actively participate as a member of a team and contribute to the effective delivery of the branch and section functions and priorities.
- Undertake other duties appropriate to this level of classification that contribute to the Directorate.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional, Technical Skills and Knowledge

1. Sound knowledge of, or a commitment to gaining an understanding of relevant legislation, policy and guidelines relating to the provision of human resource services, recruitment, selection and placement, conditions of employment, salary and other entitlements.
2. Demonstrated organisational skills with the ability to determine and meet priorities within a demanding team environment.
3. Effective oral and written communication skills, including the ability to provide sound practical advice to staff at all levels, including the ability to provide excellent customer service.
4. Ability to use a variety of computer applications including Microsoft Office suite and various automated Human Resource Management Systems.

Behavioural Capabilities

5. Demonstrated ability to work independently and as part of a multidisciplinary team.
6. Sound judgement and an ability to identify and escalate potential issues, including an ability to handle personal or sensitive information appropriately, maintaining proper confidentiality at all times.
7. 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

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