

POSITION DESCRIPTION

Directorate:	Education
Branch:	People and Performance
Section:	Recruitment – Attraction and Engagement
Position Title:	Senior HR Officer
Position Number:	P72098
Classification:	Administrative Services Officer Class 6 (ASO6)
Immediate Supervisor:	Assistant Director (SOGC)
Security Clearance Required:	No
Location:	Hedley Beare Centre for Teaching and Learning, Stirling ACT / Working from home arrangements

Last Reviewed:

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 Senior HR Officer, Attraction and Engagement will support the delivery of operational attraction, engagement and recruitment activities for ACT Public Schools and the Education Support Office.

Recruitment sits within People and Performance Branch and is responsible for education employment support, improving the quality of student learning through attracting, developing, and retaining a skilled and high performing workforce.

Recruitment provides advice and operational support about onboarding and deployment, establishment management, resource allocations, recruitment and movement of staff, conditions of service, staff entitlements and mandatory registration requirements.

YOUR DUTIES AND RESPONSIBILITIES

In accordance with Directorate Policies:

1. Support effective collaboration within the Recruitment team and broader People and Performance team to deliver the Directorate's people agenda and drive HR initiatives.
2. Coordinate and support the delivery of recruitment marketing, talent attraction and workforce sourcing initiatives to attract and strengthen workforce pipelines for ACT public schools, including recruitment for:
 - Permanent, temporary and casual teaching positions
 - School administrative and support staff positions
 - Other priority workforce needs across ACT public schools as required.
3. Coordinate and support the planning, delivery and evaluation of recruitment campaigns, ensuring activities are delivered within established timeframes.
4. Coordinate, support and attend Attraction and Engagement events, stakeholder engagement activities and facilitate related operational and requirements, including meeting coordination, travel arrangements, administrative support and event logistics.
5. Analyse recruitment and workforce data to identify trends, monitor outcomes and provide recommendations that support continuous improvement and inform workforce planning, attraction and recruitment activities.
6. Support engagement with Initial Teacher Education providers, professional associations, schools, tertiary institutions and key internal and external stakeholders to support workforce attraction, engagement and recruitment outcomes across the Directorate.
7. Research, prepare and coordinate reports, briefs, submissions, correspondence and other complex documentation, and contribute to the development and review of recruitment policies, procedures and guidelines supporting the implementation of the ACT Public Service Employment Framework and Directorate Enterprise Agreements.
8. Provide timely, accurate and well-reasoned written and verbal advice to executives, school leaders, managers and stakeholders on recruitment policies, processes, procedures and employment-related matters, ensuring compliance with relevant legislation, policies and industrial requirements.

9. Liaise and collaborate with the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), Shared Services, the ACT Teacher Quality Institute, tertiary institutions and recruitment partners on a range of employment matters.
10. Work in accordance with, and uphold, the ACT Government Respect, Equity and Diversity Framework and the Directorate's Work Health and Safety system.

WHAT YOU REQUIRE

Professional and Technical Skills, and Knowledge

1. Ability to interpret ACTPS Employment/Industrial Frameworks policies and procedures to accurately provide advice on recruitment and employment-related matters.
2. Proven verbal and written communication skills including the ability to undertake research for projects and prepare detailed reports, briefs and correspondence in a timely manner with a high degree of accuracy.
3. Demonstrated ability to deliver on commitments, building trust with stakeholders and colleagues to provide high level of customer service through effective negotiation, liaison, and collaboration especially under the pressure of multiple priorities and deadlines.
4. Demonstrated organisational and coordination skills including the ability to effectively prioritise and use initiative when taking a project management approach to the coordination of corporate events and creative recruitment strategies, ensuring key deliverables are met.

Behavioural Capabilities

1. Ability to handle personal or sensitive information appropriately, always maintaining proper confidentiality.
2. Demonstrated professionalism and a commitment to continuous improvement in line with the ACT Government Values of Respect, Integrity, Collaboration, and Innovation.
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.