



POSITION DESCRIPTION

Directorate:	Education
Branch:	Chief Operating Officer Group
Section:	People and Performance
Position Title:	Senior Director People and Conduct
Position Number:	P09408
Classification:	Senior Officer Grade A (SOGA)
Duration	Temporary Position available (29 June 2026 – 31 July 2026)
Immediate Supervisor:	Executive Branch Manager People and Performance
Security Clearance Required:	No
Location:	Hedley Beare Centre for Teaching and Learning, Stirling ACT
Last Reviewed:	December 2026

DIRECTORATE OVERVIEW

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

What is important to us: We are an education system that empowers our young people to thrive in ways that foster a democratic, equitable, diverse and prosperous society.

Our Mission: We develop and deliver educational services to empower each young person in the ACT to learn for life.

Our Vision: to be a leading learning organisation where people know they matter. Our Directorate values of respect, integrity, collaboration, and innovation reflect the employee values of the ACT Public Service.

The ACT public education system continues to expand with over 50,000 students attending 91 public schools, comprising:

- 53 preschool to year 6 schools (including two Koori preschools);
- 11 year 7 to 10 high schools;
- eight year 11 and 12 secondary colleges;
- five early childhood schools (preschool to year 2 including one Koori);
- four specialist schools;
- ten preschool to year 10 schools (including two Koori preschool).

The Directorate also has responsibility for the planning and coordination of early childhood education and care services for the ACT.

The Directorate is structured around five groups: School Improvement; System Policy and Reform; People, Governance and Communications; Finance and Infrastructure; and Service Delivery and Design. The Directorate employs over 8,00 staff and over 4,700 school teachers and leaders.

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

BRANCH OVERVIEW

The People and Performance Branch incorporates Recruitment; People and Conduct, including HR Business Partners, Injury Management and People Cases; Workplace Relations; New Educator Support Program; and People Strategy, including Teacher Workload Reform, People Capability, Diversity and Inclusion and the Workforce Analytics and Strategy team. The Branch 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 school principals as workforce leaders and managers
- 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.

POSITION OVERVIEW

The Senior Director People and Conduct is part of the People and Performance leadership team, responsible for the People and Conduct team within the People and Performance branch.

The Senior Director is responsible for leading the HR Business Partners and Injury Management and the People Cases teams. This position is directly responsible for four Directors and has overall management of approximately 14 staff across the two teams.

The primary functions of the People and Conduct team is to provide business focussed HR advice and support as well to ACT Public school leaders and the Directorate's leadership team. The team is also responsible for providing proactive advice and support to school leaders and managers in the management of complex conduct and reportable conduct matters.

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.

WHAT YOU WILL DO

In accordance with Directorate policies:

1. Collaborate with the Executive Branch Manager People and Performance and the wider HR team to define the Directorate's people agenda and drive HR initiatives.
2. Provide effective leadership to the team ensuring a results driven approach is fostered and adopted as well as the ability to lead any HR function within the branch.
3. Drive key HR management agenda items and in particular, lead and manage the strategic plan action items.
4. Collaborate with the HR centres of excellence to anticipate and address capability and skills gaps, workplace behaviours, performance matters and WHS issues and coach leaders to identify and address proactively.
5. Provide strategic HR advice on a full range of HR matters including (but not limited to) HR policy and process, recruitment and retention, workplace behaviours, employee relations, reward and recognition, learning and development and industrial relations.
6. Manage and drive best practice approaches in the application of HR within the Directorate and where appropriate / necessary, work collaboratively with ACT Government stakeholders, Directorate stakeholders and external stakeholders to continuously improve the Directorate's application of HR in a collegiate manner.
7. Undertake analysis and develop options, plans, strategies and programs to address organisational employee relations challenges including productivity, efficiency, absenteeism, leave management, workforce capability, employee reward and recognition, recruitment and retention.
8. Use HR data to inform strategies and provide Directorate stakeholders with workforce insights to inform future growth and planning.
9. 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. Solid experience in generalist contemporary HR practices, employee relations and injury management matters and the ability to lead and manage an operational HR team in achieving key branch and Directorate objectives.

2. Ability to review, interpret and provide sound advice on complex legislation, policy and enterprise agreement issues relevant to employee relations and other people related matters.
3. Proven high level written communication skills including the ability to prepare ministerial and executive briefs, reports and other documents of a complex nature.
4. Effective interpersonal, teamwork and leadership skills including the ability to consult and negotiate on sensitive/complex human resource and WHS matters.

Behavioural Capabilities

5. Ability to handle personal or sensitive information appropriately, maintaining a high level of confidentiality at all times.
6. Demonstrated ability to deliver on commitments, building trust with stakeholders and colleagues especially under the pressure of multiple priorities and deadlines.
7. Demonstrated professionalism and a commitment to continuous improvement in line with the ACT Government Values of Respect, Integrity, Collaboration and Innovation.

Compliance Requirements / Qualifications

1. This position does not require a pre-employment medical.
 2. This position does not require a Working with Vulnerable People Check.
 3. Tertiary qualifications in Human Resources, or similar highly desirable.
 4. Professional memberships relevant to HR would be an advantage and/or AHRI Professional Accreditation/Practicing Certificate.
-