ACT Government
Justice and Community Safety

POSITION DESCRIPTION

Directorate: Justice and Community Safety

Business Unit: Corporate Services Group

Branch: People Culture and Safety

Position Title: Director, Human Resources Business Partner

Position Requirements: Qualifications in human resources, employee relations or psychology are highly desirable.

Position Number: P50084

Classification: Senior Officer Grade B (SOGB)

Location: Canberra City, Ngunnawal Country

Last Reviewed: 18/11/2026

DIRECTORATE OVERVIEW

The Justice and Community Safety Directorate (the Directorate) seeks to maintain a safe, just and resilient and inclusive community.

Our purpose is to continuously improve the wellbeing of our community by delivering responsive justice and community safety services that:

- Maintain the rule of law and support a democratic society;
- Strengthens community safety;
- Protects people's legal and human rights and interests;
- Cares for and supporting people who are at a higher risk of vulnerability;
- Enhances timely access to justice;
- Builds community and business resilience to emergencies and disasters/disruptions; and
- Supports formal partnerships and shared decision making with First Nations Peoples.

We will invest in the capability of our people, and we will support them to deliver innovative and sustainable services for our ACT Community.

We will do this by demonstrating strong public sector values and behaviours; we will be community minded; legal and human rights focussed; inclusive and diverse; passionate about our work and we will listen to and genuinely engage with our stakeholders.

The Directorate advises and supports the following ministerial portfolios:

- Chief Minister
- Attorney-General
- Manager of Government Business
- Minister for Gaming Reform
- Minister for City and Government Services
- Minister for Night-Time Economy
- Minister for Police, Fire and Emergency Services
- Minister for Corrections
- Minister for Women
- Minister for Prevention of Family and Domestic Violence
- Minister for Human Rights

BUSINESS UNIT OVERVIEW

The Chief Operating Officer (COO) oversees the delivery of corporate business functions through JACS Corporate.

JACS Corporate is a client-focused group that provides support and strategic advice to business units and partners with them to deliver on the Directorate's strategic and operational objectives.

JACS Corporate comprises:

- Communication and Engagement
- Governance and Business Improvement
- Capital Works and Infrastructure
- People, Culture and Safety
- Strategic Finance
- Chief Information Office
- Office of the Chief Operating Officer

BRANCH OVERVIEW

The People, Culture and Safety (PCS) team provides a range of strategic human resource management services, including HR advice relating to workforce capability, workforce governance/management, as well as policy development and implementation, industrial relations, workplace culture, organisational development, safety health and wellbeing, injury prevention and management services, and workforce inclusion.

POSITION OVERVIEW

The **Director, HR Business Partner** will develop, influence and deliver a range of strategic and operational people services and initiatives that evolve workforce experience, leadership capability, and business outcomes. As a critical enabler and trusted advisor to leaders across the Directorate, you will also identify, manage and resolve complex and sensitive/higher risk people management matters.

WHAT YOU WILL DO

Under the limited direction of the Senior Director, HRBP and Injury Management, you will:

1. With a focus on early intervention and earliest possible resolution, assist leaders and staff to address people matters including assessment and management of workplace issues (including misconduct, performance improvement, dispute avoidance/resolution, organisation/culture change etc) and appropriately oversight and apply specialist expertise to effectively address and risk manage difficult and complex matters.
2. Represent the Directorate in a variety of external forums (such as Fair Work Commission, ACT Civil and Administrative Tribunal etc); brief/instruct legal counsel on directions for court and tribunal hearings, if required; and negotiate and implement enterprise agreements.
3. Take a multi-faceted approach to provide employee relations and human resources advice and services to leaders to: enhance capability and consistency in contemporary people management and experience; enable compliance with legislative and industrial requirements; provide ideas and challenge leaders to act as a catalyst for change; and risk-manage decision making.
4. Prepare high-level and complex written material and verbal briefings on human resources and employee relations matters.
5. Design, deliver, drive and evaluate strategic and operational people services, programs and initiatives.
6. Directly lead 1-2 specialist staff and work collaboratively with the EBM PCS and other PCS colleagues to support the optimal management and delivery of branch outcomes.
7. Undertake other duties appropriate to classification level 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. Demonstrated knowledge and experience in successfully developing and implementing contemporary human resources and employee relations services, programs and initiatives to support business outcomes within a complex operating environment.
2. Proven values-based leadership, ability to build people management capability in others, and an understanding of the critical elements to support workplace and culture reform.
3. Demonstrated experience in identifying, managing and resolving complex employee relations and people management matters, at systemic, team and individual levels.

Behavioural Capabilities

4. Proven ability to build and sustain productive working relationships with stakeholders (within/across and outside the Directorate) through collaborating, negotiating and coaching capabilities to achieve outcomes.
5. Demonstrated ability to apply high-level conceptual and reasoning capabilities including capacity to investigate, evaluate and integrate issues into practical and effective people solutions and recommendations in accordance with relevant legislation, policies and frameworks.
6. Demonstrated ability to communicate with influence, including providing subject matter expertise to stakeholders through drafting and refining complex documents.
7. Adaptability and resilience to positively respond to changing business priorities and requirements.

Qualifications/Compliance Requirements

1. Qualifications in human resources, employee relations or psychology are highly desirable.
2. National Police Check will be required prior to commencement.
3. To be eligible for permanent or temporary employment within the ACT Public Service (ACTPS) you must be an Australian citizen, a permanent resident or hold a valid work visa.
4. If an officer no longer holds a visa that permits them to work in Australia, their employment with the ACT Public Service (ACTPS) will be terminated.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Director, Human Resources Business Partner (P50084) 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	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
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)	Occasionally
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+	Never

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	Frequently
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	Occasionally

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