

POSITION DESCRIPTION

Directorate:	Education
Branch:	People and Performance
Section:	Human Resources Systems and Compliance
Position Title:	HR Officer
Position Number:	P70562
Classification:	Administrative Services Officer Class 5 (ASO5)
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:	December 2025

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 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 from the Assistant Director, Human Resources Systems and Compliance the HR Officer will:

- Maintain accurate data sets and record-keeping systems to support enquiries and provide high level advice on employment matters to staff, managers and executives.
- Support Business Managers and staff in managing establishment by maintaining accurate position data and ensuring alignment with approved staffing structures to uphold effective governance across the Directorate.
- Ensure compliance with employment eligibility requirements, including verification of work rights and mandatory registrations in accordance with ACTPS Employment Framework and Directorate policies
- Provide timely and accurate written and verbal advice on human resource management matters including the review, development and implementation of policies and procedures.
- Build and maintain effective working relationships while delivering responsive, high-quality customer service across multiple enquiry channels, including shared inbox management.
- Draft and prepare correspondence, reports and other written materials that support the operations of the Recruitment teams key functions.
- Use software applications such as Microsoft Office, Records Managements systems (e.g. Trim) and Human Resource Information Management systems (e.g. Chris21).
- Contribute to team and branch priorities and undertake other duties aligned with the classification level to support the Directorate's objectives.

WHAT YOU REQUIRE

Professional and Technical Skills, and Knowledge

1. Demonstrated ability to interpret ACTPS Employment, Industrial Frameworks, policies and procedures, including those relating to compliance with work rights, mandatory registrations and employment eligibility.
2. Strong interpersonal skills with the ability to work effectively both independently and collaboratively in a team environment.
3. Proven ability to deliver high-quality customer service in a complex business environment, including the capacity to negotiate, liaise and collaborate with a diverse range of clients and stakeholders to foster productive working relationships.
4. Well-developed verbal and written communication skills including the ability to prepare clear and professional correspondence, reports and other documentation.
5. Demonstrated experience in using HR systems and software, including Microsoft Office, TRIM (records management) and Human Resource Information Management Systems (e.g. Chris21, UKG Kronos), or the ability to quickly learn new systems.

Behavioural Capabilities

6. Demonstrated organisational skills with the ability to be proactive, adaptable and manage competing priorities while working under pressure and within tight timeframes.
7. Proven ability to handle personal and sensitive information appropriately, always maintaining proper confidentiality.
8. 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, and ongoing staff development and training.

Compliance Requirements / Qualifications

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

Eligibility/other requirements

Highly desirable:

- Solid understanding of the HR context, or relevant qualifications/experience.
- Previous or current experience within the Education Directorate.
- Understanding of, or experience working in an ACT Public School context or environment.