



ACT
Government

Chief Minister, Treasury and
Economic Development

POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and
Economic Development

Position Number: P14517

Division: Corporate

Classification: ASO6

Business Unit: People and Capability Branch

Location: Canberra City/Hybrid
(including WFH and Flexispaces)

Position Title: Senior Human Resources Advisor

Last Reviewed: July 2026

DIRECTORATE OVERVIEW

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes.

As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations. The Directorate facilitates the implementation of government priorities and drives initiatives, as well as leads the strategic direction for the ACT Public Service (ACTPS) to ensure that it is well positioned to perform its role.

CMTEDD is a values-based organisation where all employees are expected to embody the prescribed core ACTPS values of respect, integrity, collaboration and innovation, and the additional CMTEDD values of reconciliation and leadership for CMTEDD, as well as demonstrate the related signature behaviours.

DIVISION OVERVIEW

The CMTEDD Corporate Division leads the delivery of strategic solutions to CMTEDD on key initiatives of business governance, workforce capability and digital transformation, and supports the Head of Service in delivering Directorate objectives.

The Corporate Executive Group Manager is also CMTEDD's Senior Executive Responsible for Business Integrity and Risk, Public Interest Disclosure Officer, and Chair of the Executive Management Group, Directorate Consultative Committee and WHS Tier 1 Committee.

BUSINESS UNIT OVERVIEW

The People and Capability Branch (PCB) provides solutions, advice and support to the leaders and staff of CMTEDD to enable them to fulfil their people management responsibilities.

The branch's services encompass work health safety and wellbeing, employee relations, injury management, learning and development, workforce data analytics, and culture.

POSITION OVERVIEW

The Senior Human Resources (HR) Advisor role sits within the Recruitment and Employment Programs Team within People and Performance, which is one of the three areas that make up the People and Capability Branch.

The Senior HR Advisor provides high-level support for the team's responsibilities of the management and coordination of all CMTEDD employment programs (including but not limited to the Employment Pathway Program, ACTPS Graduate Program, and Secure Work) and executive recruitment. The Senior HR Advisor also provides advice on recruitment matters and supports business coordination and reporting for the branch.

WHAT YOU WILL DO

Working under limited supervision:

1. Provide administrative and coordination support to deliver a range of entry level employment programs, including supporting the ACTPS Graduate Program as the CMTEDD Graduate Coordinator.
2. Respond to executive and other recruitment queries and proactively provide stakeholders with an explanation and interpretation of relevant legislative frameworks, policies and procedures; manage the CMTEDD Executive Recruitment inbox.
3. Provide administrative and coordination support with CMTEDD Secure Workforce Conversion assessment processes.
4. Draft HR documents, policies and procedures, as required, and ensure these are relevant, align with best practice and legislative requirements, and are accessible to staff; update CMTEDD Intranet pages.
5. Support the Director, People and Performance and Assistant Director, Recruitment and Employment Programs with the planning, scheduling and coordination of strategic HR activities and projects, as well as documentation management.
6. Undertake data capture, quality assurance, and analysis to produce reports and other outputs.
7. Identify opportunities for improvement and communicate recommendations to stakeholders to support strategic and operational efficiencies.
8. Undertake other duties at the ASO6 classification as required/directed.

This position does not involve direct supervision of staff.

WHAT YOU REQUIRE

The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Advanced knowledge of the end-to-end executive recruitment process and a sound understanding of general HR practices, including legislation relating to employment and conditions.
2. Ability to conduct research, analyse information and report data to inform the development and communication of HR solutions and related projects.
3. Proficiency in the use of ICT applications, including Microsoft Office and TRIM or similar records management system.

Behavioural Capabilities

1. Sound time management and problem-solving skills, including the ability to manage multiple and at times competing priorities, while achieving fit for purpose outcomes.
2. Advanced written and verbal communication skills, including the ability to collaborate and influence stakeholders across all levels of the organisation.
3. High-level attention to detail and accuracy when preparing documentation and providing information with a commitment to customer service principles and practices.

Compliance Requirements / Qualifications

1. A tertiary qualification in Human Resources, or study towards it, will be highly regarded.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Senior HR Advisor (position number P14517) 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	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation *	Occasionally

*Note: the position works in an Activity Based Work (ABW) environment. Under ABW arrangements, staff do not have a designated workstation/desk.

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	Never
Access to Accrued Days Off (ADOs)	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)	Never
Working in a call centre environment	Never
Working directly with the public	Never
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	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
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	Never
Exposure to potentially distressing case material	Never
OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never