POSITION DESCRIPTION

Directorate: Infrastructure Canberra (iCBR)

Division: Chief Operating Office

Business Unit: Human Resources

Position Title: Assistant Director, Human Resources

Position Requirements: Nil

Position Number: P64727

Classification: Senior Officer Grade C

Location: 2 Constitution Avenue/Hybrid Work

Last Reviewed: March 2025

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 as demonstrate the related signature behaviours.

DIRECTORATE OVERVIEW

Infrastructure Canberra's vision is to enrich and connect our communities through sustainable and transformative infrastructure, places and spaces. At iCBR, we are the Territory's expert on capital infrastructure and our purpose is to efficiently develop, deliver and maintain infrastructure, places and spaces with our partners, for our community.

Our strategic priorities:

- Our people and our culture at our heart
- Excellence in service
- Partnering for success
- Better tools for outstanding outcomes.

We value safety, integrity, respect, excellence, innovation and collaboration and we uphold Yindyamarra to respect, honour, be kind, be gentle and be careful in every aspect of our work.

Our core functions:

- Supporting the planning, and leading the procurement and deliver, of government infrastructure programs and projects in partnership with ACT Government directorates.
- Leading leasing and associated property management and maintenance services across the ACT Government property portfolio.

- Leading the development, procurement and delivery of large scale infrastructure projects for the ACT Government.
- Coordinating and shaping the ACT Infrastructure Plan and Pipeline, and developing a portfolio and program management framework to support ACT Government infrastructure initiatives.

Providing strategic advice, expertise and assurance across the ACT Government and decision-makers, industry and key stakeholders on infrastructure policy, investment, planning, delivery and management.

DIVISION OVERVIEW

The Chief Operating Office works collaboratively with the Minister's Office, the Director-General and other members of the Infrastructure Canberra Executive Team, Executives across the ACTPS, and key government and non-government stakeholders. This Office provides Governance, Ministerial and Cabinet, Human Resources and Corporate Services to Infrastructure Canberra that enables effective governance including risk and safety, audit, policy development, enhanced capability and robust corporate and government administration.

BUSINESS UNIT OVERVIEW

The iCBR Human Resources team within the Chief Operating Office is responsible for the provision of human resource management, advice and support services to the Senior Executive Leadership Team and the Directorate.

POSITION OVERVIEW

As part of a small team working to the Senior Director, HR this role will provide support and guidance to the Directorate in day-to-day human resource management actions and processes, including the development and delivery of iCBR HR strategic policies and procedures

WHAT YOU WILL DO

The primary responsibilities for this position are to:

- Provide strategic and operational HR advice and support to the Directorate on all Human Resources functions.
- Develop, maintain, implement and monitor human resource management policies and practices.
- Provide advice on the interpretation of HR policies, procedures, guidelines and employee relations issues to executives, managers and staff.
- Undertake HR project work, including analysis, research and drafting of policies and reports, delegations' schedules, and participation in policy and consultative working groups as required, including at whole of government level.

- Provide efficient and effective support and guidance regarding injury rehabilitation, return to work and case management matters.
- Coordinate executive recruitment across iCBR including, position management and advertising.
- Implement contemporary HR methodologies to deliver corporate strategic and operational enabling services in accordance with the ACTPS Employment Framework.
- Undertake other duties appropriate to this classification level.

WHAT YOU REQUIRE/SELECTION CRITERIA

The following capabilities form the selection criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Demonstrated capabilities and experience in successfully developing and implementing contemporary human resource strategies, services, programs and initiatives to support business outcomes within a complex operating environment.
2. Contemporary knowledge of employment related legislation and frameworks, government policies, frameworks and procedures and an understanding of their application in relation to Directorate operations.
3. High level organisational skills in a HR environment managing multiple projects and meet competing deadlines and priorities.

Behavioural Capabilities

4. Problem solving capability, discretion and sound judgement in managing complex, often sensitive, matters, and influencing employment decisions.
5. High level of initiative and ability to work independently as well as demonstrated ability to work collaboratively with a range of stakeholders.
6. Willingness to be proactive and help others and make a valuable contribution to the continuous improvement of a positive, collaborative and effective work environment while displaying behaviours that are consistent with the ACTPS values of Respect, Integrity, Collaboration and Innovation.

Compliance Requirements / Qualifications

Highly Desirable

- Qualifications in human resources, employee relations or psychology are highly desirable.
- National Police Check will be required prior to commencement.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of this role 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	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation / Activity Based Work environment	Occasionally

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
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)	Frequently
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	Occasionally

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	Occasionally

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	Frequently
Exposure to potentially distressing case material	Occasionally

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