



POSITION DESCRIPTION

Position Title:	Manager – Human Resources
Direct Reports:	None
Reports To:	Chief Executive Officer
Tenure:	Ongoing, Full-time
Salary:	\$135,092 to \$168,865 per annum plus 15.4% superannuation (Package between \$155k and \$194K)
Contact Officer:	Anna Hughes on 02 6263 1111
Applications Close:	9:00 am Monday 27 March 2023
Security Level:	Baseline
Qualifications:	A degree qualification in a related discipline from a recognised tertiary institution. Membership of a relevant professional body would be well regarded.
Experience	<p>Experience in any area of human resources is expected. An understanding of, or ability to readily understand, Australian public sector human resource management and associated legislation is required.</p> <p>Experience in managing a human resources function in the context of a small agency setting, and highly skilled technical staff while not required, would be well regarded.</p>
Other qualities	<ul style="list-style-type: none">• Experience in establishing and maintaining effective organisational policies and supporting procedures appropriate for a small agency.• Understanding of workplace relations, occupational health and safety, workplace diversity and public service legislation.

Role Overview

The people function in AOFM is focused on supporting talent acquisition, development, and performance. This must be achieved within the legal framework of APS employment – ensuring work health and safety, anti-discrimination, and workplace relations support the smooth functioning of the agency.

The Manager – Human Resources performs a technical leadership role within AOFM and is directly involved in workforce planning, workplace agreements and performance management. The incumbent will maintain awareness of contemporary training and development programs to suit the needs of the AOFM. The Manager – Human Resources also leads recruitment policy and the management of terms and conditions including technical advice on payroll and entitlements.

The Manager - Human Resources is expected to independently maintain an appropriate working knowledge of relevant industry developments that would allow for driving human resource policy and best practice with the AOFM. This will be achieved through effective professional memberships and associations, and by liaison with similar roles elsewhere in the APS and the finance industry.

The role advises the CEO on and maintains an up-to-date understanding of APS related human resource policy requirements and obligations of the AOFM.

Key Activities

The work of the Manager – Human Resources will vary depending on AOFM priorities. It is expected that key activities may include:

- Work role sizing and job evaluation.
- Employee recruitment and career development.
- Human resource training and development planning, policy, and sourcing.
- Advice on workplace relations and the development of industrial agreements (e.g. staff terms and conditions, compliance with APS policy and legislation, enterprise agreement, remuneration).
- Performance management (e.g. advice and assistance for AOFM managers in appraisals and probation, maintenance of cross-agency performance standards).
- Workplace health and safety initiatives and policies, Comcare obligations, and contract management of employee case management when required.
- Maintenance of human resource policy and delegations.
- Advice on superannuation (e.g. superannuation guarantee compliance, superannuation choice) and complex payroll matters.
- Assist with development and revision of procedures to give effect to human resources policies.
- Maintaining current knowledge of human resource matters by participating in cross-agency networks relating to human resources.

Behavioural attributes

The following behavioural attributes apply:

- Oral Communication
- Written Communication
- Judgment and Problem Solving
- Leadership and Initiative
- Output Management
- Relationship Management
- Self-Development



SELECTION CRITERIA

Manager – Human Resources

Position No:	HR01	APS Classification:	EL1
Group:	Office of the CEO	AOFM Band:	Level 2

Following are the criteria against which selection for this position will be made. It is in your interest to assess your knowledge, skills, and experience against the criteria. The selection panel will assess your ability to meet these criteria along with the core Behavioural Attributes listed in the Position Description. Referees will also be asked to use these criteria when reporting on your suitability for this position.

Note: This is a security assessed position.

1. Ability to provide expert advice on people management matters.
2. Ability to deliver human resources functions in accordance with relevant legislation and policy requirements.
3. Negotiation and liaison skills.
4. Ability to prepare policy documents that are clear and fit for purpose in a small specialist agency.
5. Ability to prioritise, deliver outcomes and respond flexibly as priorities and issues emerge.
6. Educational qualifications and professional experience relevant to the position.