NATIONAL CAPITAL AUTHORITY  
JOB DESCRIPTION: Senior Officer, Human Resources

\JOB DESCRIPTION

**Job Summary**

|  |  |
| --- | --- |
| **Position Title:** | Senior Officer, Human Resources |
| **Position number:** | TBC |
| **Classification:** | APS Level 6 |
| **Team:** | Human Resources |
| **Immediate supervisor:** | Manager, Human Resources |
| **Security clearance required:** | Baseline |

**Job Responsibilities/Duties**

The Senior Officer, Human Resources is responsible for performing duties across a broad range of human resource functions, including terms and conditions, payroll, end-to-end recruitment, on-boarding, off-boarding, and assisting with performance management and WHS issues. Under limited direction duties may include:

1. Providing accurate and specialised HR advice on complex people matters as well as HR departmental policies and procedures. This will require maintaining a well-developed understanding of relevant legislation and policy frameworks.
2. Assisting in the development and implementation of HR projects, policies, processes, guidance material, key business improvements and strategies relating to the delivery of HR services.
3. Make decisions and communicate effectively, using sound judgement and expertise, while adhering to legislation, regulations, best practices, and relevant operating instructions or procedures
4. Manage payroll variation submissions and trial pay processing.
5. Administer recruitment activities – for example, place job ads, respond to job applicants, support selection panels, and arrange new starter paperwork.
6. Undertake staff inductions and coordinate other new starter processes as required.
7. Reviewing and updating HR policies in line with legislation changes, best practice and business improvements.
8. Manage status reports for HR, and for other reporting requirement as requested, such as staffing and establishment reporting, exit survey collation and organisational structure charts.
9. Contribute to annual work plan deliverables, projects, and the continuous improvement of business processes. This may include researching better practice, legislation, and government policy.
10. Assist with the management of outsourced service provider arrangements including but not limited to payroll and Employee Assistance Program.
11. Assist with the provision of human resource reports. These may include staffing, establishments, and contributions to the annual report, State of the Service, questions on notice, and NCA committee papers as required.
12. Assist with leave audits and other compliance functions as required.
13. Participate as a constructive member of the National Capital Authority and provide reasonable support with wider Branch functions.

**Job Skills and Qualifications**

As an APS 6 Senior Officer, Human Resources, you will have well-developed organisational skills, strong attention to detail and a sound analytical ability. You will be a team player with strong oral and written communication skills, and the ability to foster relationships to deliver high quality advice and support to stakeholders. In addition, you will be innovative, a problem-solver and committed to delivering exceptional service to the agency.

Skills and experience in payroll management are expected.

Although no formal qualifications are required, AHRI certification or other formal human resources attainments would be well regarded.

**Preferred Experience**

Work experience in human resource or a closely related field.

Knowledge of the APS employment framework.

**Selection Criteria**

1. Ability to work with legislation, policy, and corporate documentation to support decision making in human resource matters.
2. Ability to administer payroll with attention to detail and within policy guidelines.
3. Demonstrated high level of written and oral communication skills.
4. Ability to work with competing priorities under tight timeframes.
5. Critical thinking skills with the ability to contribute to change and process improvements.
6. Ability to work in a small team environment and contribute positively to the workgroup, including taking initiative appropriate to your work level.
7. Knowledge of human resources in the APS context or wide experience in human resources that could be applied in this context.