

Position:	Senior HR Business Partner, Recruitment, APS 6
Location:	All Commission locations
Reporting to:	Assistant Director, Recruitment
Purpose of position:	Support and partner with the Commission's business areas in the effective management of the workforce, providing advice on the implementation, management, evaluation and improvement of Recruitment related policies, processes and plans. Provide support to all staff of the HR Services team.

The Recruitment Team is responsible for providing guidance and advice on internal and external selection processes as well as on all aspects of recruitment from advertising, assessment to onboarding, transfers and alternative options for filling vacancies. The team is a responsive, trusted and reliable partner who provides valued advice and services to staff at all levels.

Key Accountabilities

- A specialist with end-to-end recruitment experience gained from a similar multi-disciplined organisation or alternatively agency experience delivering to client groups across an organisation.
- Provide accurate, timely and complex advice to internal staff, candidates and stakeholders, using the Enterprise Agreement, and policy interpretation and application to workplace issues.
- Support managers in the development and implementation of a diverse range of workforce strategies and processes including induction, performance and behaviour management, leadership management, succession planning, injury management and management of grievances and disputes.
- Share skills, knowledge and experience within the team and broader agency to build recruitment acumen.
- Demonstrated ability to supervise and guide a small team including mentoring and coaching.
- Identify where improvements can be made to streamline and enhance processes and materials. Oversee the recruitment system management including updates and enhancements.
- Prepare and present monthly workforce reports as required and develop action plans with managers to address key issues arising from these reports.
- Lead and implement a range of workplace initiatives and projects contributing to the Commission's Operational Plan and The People Strategy.

Key Capabilities

- Tertiary qualifications in Human Resources and / or equivalent industry experience in a similar Senior HR Advisor/HR Business Partner role.
- Extensive experience working in HR /Recruitment in a Public Service environment.
- Experience in implementation of strategic initiatives.
- Ability to effectively prioritise requests while maintaining high standards and accuracy.
- Detailed and strategic understanding of business operations, challenges and drivers.
- Experience in consultation and provision of advice to business leaders. Ability to coach, lead and educate leaders around good people practice.
- Knowledge of and experience in general employment law and HR best practice.
- Sound analytical, interpretive and problem-solving and dispute resolution skills.
- Exceptional communication and relationship building skills.

- Understand and actively demonstrate the APS Code of Conduct and Values.

Key Relationships

Internal: Business area Directors and managers, Commission staff and the HR Services team including the Director and Assistant Director.

External: Stakeholders as required.

Financial Accountabilities: Nil

People Accountabilities: 1-2 Recruitment Coordinator/s, HR Services.

Essential Requirements: Degree and/ or equivalent work experience in Human Resources.

Capabilities for the role: The APS ILS Framework applies to this position.

Capability Summary

Capability	Description	Behaviour Indicators
Supports Strategic Direction	Supports Shared purpose and direction	Understands, supports and promotes the organisation's vision, mission, and business objectives. Identifies the relationship between organisational goals and operational tasks. Clearly communicates goals and objectives to others. Understands, supports and communicates the reasons for decisions and recommendations.
	Thinks strategically	Understands the work environment and initiates and develops team goals, strategies and work plans. Identifies broader factors, trends and influences that may impact on the team's work objectives. Considers the ramifications of issues and longer-term impact of own work and work area.
	Harnesses Information and Opportunities	Gathers and investigates information from diverse sources and explores new ideas and different viewpoints. Uses experience to analyse what information is important and how it should be used. Maintains an awareness of the organisation and keeps self and others well informed on work issues and finds out about best practice approaches.
	Shows Judgement, Intelligence and common sense	Undertakes objective, systematic analysis and draws accurate conclusions based on evidence. Recognises the links between interconnected issues. Identifies problems and works to resolve them. Thinks laterally, identifies, implements and promotes improved work practices.
Achieves Results	Identifies and uses resources wisely	Reviews project performance and identifies opportunities for improvement. Makes effective use of individual and team capabilities and negotiates responsibility for

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		work outcomes. Is responsive to changes in requirements.
	Applies and builds professional expertise	Values specialist expertise and capitalises on the knowledge and skills of others within the organisation. Contributes own expertise to achieve outcomes for the business unit.
	Responds positively to change	Establishes clear plans and timeframes for project implementation. Responds in a positive and flexible manner to change and uncertainty. Shares information with others and assists them to adapt.
	Takes responsibility for managing work projects to achieve results	Sees projects through to completion. Monitors project progress and adjusts plans as required. Commits to achieving quality outcomes and adheres to documentation procedures. Seeks feedback from supervisor to gauge satisfaction.
Supports productive working relationships	Nurtures internal and external relationships	Builds and sustains positive relationships with team members, stakeholders and clients. Proactively offers assistance for a mutually beneficial relationship. Anticipates and is responsive to client and stakeholder needs and expectations.
	Listens to, understands and recognises the needs of others	Actively listens to staff, colleagues, clients and stakeholders. Involves others and recognises their contributions. Consults and shares information and ensures others are kept informed of issues. Works collaboratively and operates as an effective team member.
	Values, individual differences and diversity	Recognises the positive benefits that can be gained from diversity. Encourages the exploration of diverse views and harnesses the benefits of such views. Recognises the different working styles of individuals, and factors this into the management of people and tasks. Tries to see things from different perspectives. Treats people with respect and courtesy.
	Shares learning and supports others	Identifies learning opportunities for others and delegates tasks effectively. Agrees clear performance standards and gives timely praise and recognition. Makes time for people and offers full support when required. Provides constructive and regular feedback. Deals with under-performance promptly.
Displays personal drive and Integrity	Demonstrates public service professionalism and probity	Adopts a principled approach and adheres to the APS Values and Code of Conduct. Acts professionally at all times and operates within the boundaries of organisational processes and legal and public policy constraints. Operates as an effective representative of the organisation in internal forums.
	Engages with risk and shows personal courage	Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged.

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		Acknowledges mistakes and learns from them, and seeks guidance and advice when required.
	Commits to action	Takes personal responsibility for meeting objectives and progressing work. Shows initiative and does what is required. Commits energy and drive to see that goals are achieved.
	Promotes and adopts a positive and balanced approach to work	Persists with, and focuses on achieving, objectives even in difficult circumstances. Remains positive and responds to pressure in a calm manner.
	Demonstrates self-awareness and a commitment to personal development	Self-evaluates performance and seeks feedback from others. Communicates areas of strengths and acknowledges development needs. Reflects on own behaviour and recognises the impact on others. Shows commitment to learning and self-development.
Communicates with influence	Communicates clearly	Confidently presents messages in a clear, concise and articulate manner. Focuses on key points and uses appropriate, unambiguous language. Selects the most appropriate medium for conveying information and structures written and oral communication to ensure clarity.
	Listens, understands and adapts to audience	Seeks to understand the audience and tailors communication style and message accordingly. Listens carefully to others and checks to ensure their views have been understood. Checks own understanding of others' comments and does not allow misunderstandings to linger.
	Negotiates confidently	Approaches negotiations with a clear understanding of key issues. Understands the desired outcomes. Anticipates and identifies relevant stakeholders' expectations and concerns. Discusses issues credibly and thoughtfully and presents persuasive counter-arguments. Encourages the support of relevant stakeholders.