



Human Resource (HR) Professionals (various opportunities)

APS Level 4, APS Level 5 and APS Level 6

People Branch, Corporate and Digital Division

Reports to Assistant Manager
Location Various

Who we are

The Department of Industry, Science, Energy and Resources (the department) drives growth and job creation for a more prosperous Australia, by facilitating economic transformation and boosting business entrepreneurialism. We facilitate the growth and productivity of globally competitive industries, by bringing together industry, energy, resources, science.

We support the affordable, reliable, secure and competitive operation of energy markets for the long term benefit of the Australian community and industries through improving Australia's energy supply, efficiency, quality, performance and productivity. We support Australia's commitments to emissions reductions while maintaining a prosperous economy.

We also support the building of a strong scientific capability, business innovation, and the commercialisation of new ideas as critical requirements for productivity and economic growth.

We encourage applications from diverse backgrounds and experiences. We strongly believe that diversity of experience, perspectives, and background will lead to a better environment for our employees and better outcomes for Australia.

For more information about us please refer to www.industry.gov.au.

Our Branch

People Branch sits within the department's Corporate and Digital Division and is responsible for strategic and operational focussed HR advice and services, to support business areas in meeting their workforce needs.

We work in a fast-paced, exciting and high profile environment where the work we do has a direct and clear impact on organisational outcomes. Change is our constant, and we're committed to ensuring that the work we do is relevant to our continually evolving workforce. We do this by daring to think and do differently, taking a strategic approach in all we do.

Our functions include:

Capability and Talent

This team is responsible for creating and delivering learning and development solutions, improving organisational capability and delivering sustainable high performance. The team has a focus on enhancing the capability culture by designing and implementing programs which are informed by operational and strategic workforce planning to empower our staff.

Inclusion team

This team is responsible for implementing and sustaining a range of initiatives that support an inclusive and diverse workforce. Key areas of focus include ensuring systems and processes support the creation, retention and progression of staff from diverse backgrounds including people who identify as LGBTIQ+, people with disability and people from Aboriginal and Torres Strait Islander and culturally and linguistically diverse communities.

Work, Health and Safety (WHS)

This team is responsible for the implementation of WHS initiatives, providing advice on WHS matters including assistance in conducting risk assessments and the implementation of WHS mitigation strategies. The team is also responsible for analysing and producing WHS reporting across the department and supporting the delivery of continual improvements of the WHS Management System and building the WHS culture of the department.

Case management

This team is responsible for the management of all department matters relating to case management of early intervention and return to work cases for both work and non-work related injuries and illness.

Recruitment

This team is responsible for the department's recruitment function including recruitment reform and the development and implementation of strategies to mature the department's recruitment capability and outcomes. The team has a strong customer service focus and will require you to understand that the customer is at the centre of service delivery.

Workforce Planning

This team works across the department to lead all aspects of workforce planning to ensure the organisation has the workforce capability and capacity to deliver its business outcomes.. This includes annual workforce planning processes, implementation of workforce planning initiatives and working with divisions to assist them in implementing their workforce plans. The team also works closely across the branch with the likes of HR reporting, capability and talent and recruitment to inform all work undertaken.

Employment Programs

This team is responsible for the department's employment programs including our annual graduate recruitment process and graduate program; leading the STEM graduate stream for the APS; and coordination of the science fellowship and career starter programs. You will work on creative recruitment campaigns as well as designing and implementing bespoke development programs to build our new starters into high performing employees. The team also undertakes annual program efficiency reviews for continuous improvement and represents the department's at APS-wide forums and meetings relating to this subject matter.

HR Policy and Conditions

This team is responsible for the implementation of HR policy and conditions and the provision of supporting guidance and procedures to all employees. The team also undertakes secretariat functions that support the department's Senior Executive Service (SES) representation at various APS-wide People related forums, meetings and committees.

HR Reporting

This team is responsible for providing analysis and communication on employee data to inform business decision making. The team undertakes routine and ad hoc tasks, research and analysis activities, provide

input into committee papers and identify efficiencies and opportunities to improve and/or streamline systems and processes.

The Opportunities

We have a number of vacancies across our branch (at the APS4 to APS6 levels), and we are also establishing a merit pool to fill positions in one or more of the following areas:

- Capability and Talent Management
- Inclusion
- Health, Safety and Wellbeing
- Case management
- Recruitment
- Workforce Planning
- Employment Programs
- HR Policy and conditions
- HR Reporting

This recruitment process be used to fill current vacancies, as well as future vacancies that may arise over the next 12 months. You may be selected for a role that contributes directly, or in support of, one of the above focus areas.

As part of your application you will be asked what classification levels and HR functions you would like to be considered for. Key responsibilities of the roles at each classification level are detailed below.

APS4 Level

- You will work closely with your team to provide inputs into HR policies, procedures and strategies in line with current APS legislation and best practice.
- You will assist in emerging HR matters in line with APS legislation and best practice.
- You will carry out your work under the direction of your manager, and proactively identify and implement ways to improve our service offering.
- You will develop relationships with internal staff.
- As required, you will support your team to draft reports, briefs and updates for the Departmental executive.

APS5 Level

- You will work closely with your manager and other internal stakeholders to review, update and manage HR policies, procedures and strategies in line with current APS legislation and best practice.
- You will ensure that HR matters are handled fairly and consistently in line with APS legislation and best practice.
- You will carry out operational, strategic and project work for your function under the direction of your manager, and proactively identify and implement ways to improve our service offering.
- You will develop and manage relationships with internal staff, including through the timely and accurate provision of advice.
- As required, you will support your manager to draft reports, briefs and updates for the Departmental executive.

APS6 Level

- You will manage the day-to-day operations of a small team, including monitoring staff workload and performance, and quality assuring team outputs.
- You will work with your team and other internal stakeholders to review, update and manage HR policies, procedures and strategies in line with current APS legislation and best practice.
- You will ensure that HR matters are handled fairly and consistently in line with APS legislation and best practice.
- You will carry out operational, strategic and project work for your function under the limited direction of your manager, and proactively identify and implement ways to improve our service offering.
- You will develop and manage relationships with internal staff, including through the timely and accurate provision of advice.
- You will support your manager to draft reports, briefs and updates for the Departmental executive.

Our ideal candidates

You are a team player with ideas and enthusiasm. You are agile, enjoy developing creative solutions and have a client focus. You may be a human resource professional or looking for a career change. Either way, you have diverse skills and experience that will add to the richness of our workplace.

You will bring an innovative approach to exploring options and influencing decisions supported by data and evidence. You will have:

- Excellent stakeholder engagement skills and take a customer service focus – you understand that the customer is at the centre of service delivery and strategy development.
- Sound written and verbal communication skills.
- Key organisational ability, good professional judgement and excellent interpersonal skills.
- A proven ability to work cooperatively as part of a team and self-directed.

We encourage applications from diverse backgrounds and experiences. We strongly believe that diversity of experience, perspectives, and background will lead to a better environment for our employees and better outcomes for Australia.

How to apply

To apply, please submit your application online through careers.industry.gov.au and include

- your CV including the contact details of two referees, and
- a 'one page pitch' (**500 word maximum**) telling us how your skills, knowledge, experience and qualifications makes you the best person for the job.

Applications close 9 May 2021 (11.55pm AEST).

Your application must not contain any classified or sensitive information. This includes in your application responses, resume and any other documents. Applications containing classified information may not be considered by the selection panel.

If you require some assistance with your application, or need this in an alternative format, please contact the Recruitment Team at recruitment@industry.gov.au or (02) 6276 1235, or refer to our [Applying for a position information](#).

Eligibility

You must be an Australian citizen (or have permanent residency status pending the granting of Australian citizenship) and be able to obtain and maintain a Baseline security clearance.

Contact information

For more information about this opportunity, please contact Amanda Chadwick on 02 6102 8231.

Salary

Refer to the Department's Enterprise Agreement available at www.industry.gov.au

More Information

The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the work unit with the needs of the individual. Options may include part time working arrangements, working from home or other arrangements as agreed by all parties.

The department is committed to a workplace culture that is respectful, inclusive, and diverse, where all employees have a sense of belonging and can bring their authentic whole selves to work every day. We encourage applications from Aboriginal and/or Torres Strait Islander people, mature age, people with disability, culturally and linguistically diverse people and people of the LGBTIQ+ community, including transgender, gender diverse, and intersex people. Please contact our Inclusion and Capability team at diversity@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss this in more detail.