



Australian Government

Salary

\$ 100827 to \$ 108891

Opportunity Type

Full-Time

Opportunity Status

Ongoing

APS Classification

Executive Level 1

Closing Date

1/06/2020

Job Category

Human Resources (HR) and
People

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Federal Court of Australia

Assistant Director, People and Culture (Employee Relations & Performance)

Various locations in NSW NSW

The Assistant Director, People and Culture (Employee Relations & Performance) is responsible for delivering a broad range of human resource services, information and advice in accordance with relevant Commonwealth legislative and policy requirements. Duties include the provision of advice and information on matters including employee relations (including underperformance, fitness for continued duty assessments, misconduct and grievances), recruitment, induction, probation and cessations, performance management, work health and safety and human resource-related reporting. The occupant of this position also completes relevant projects, develops and implements human resource policies and procedures, drafts letters and reports on human resource activities.

This position also requires the Assistant Director, People and Culture to provide secretariat services to the National Consultative Committee and assist the Health and Safety Committee.

As an integral member of the Human Resource section's executive, the occupant of this position is responsible for a range of strategic and operational duties that require the timely and efficient delivery of outcomes that demonstrates best practice and adherence to legislated requirements and Commonwealth policy advice issued by, for example, the Australian Public Service Commission.

The occupant of this position must be client-focused, have excellent writing skills, including attention to detail and have relevant experience working in human resources in a Commonwealth Public Service agency or department.

The ability to identify and implement continual improvements to human resource management services in the Court is also essential.

The key duties of the position include:

This position provides a range of duties across the People and Culture section, with a focus on employee relations, recruitment, work health and safety, and reporting. For more specific information on the duties, please download the position description from the Court's website.

Eligibility

- Some travel will be required.
- Relevant experience in the delivery of human resource services in a Commonwealth Public Service department or agency (five years or more and at the executive level is preferable).

- Experience working with Aurion HRMIS (the Court's payroll system) and a separate e-recruitment, onboarding and learning management system.

Contact Officer

Anthony Szell

Contact Phone**Agency Employment Act**

PS Act 1999

Position Number

5568

Vacancy Number

VN-0679278

Getting to know the Federal Court of Australia

The Chief Executive Officer and Principal Registrar of the Federal Court, together with officers and staff identified under the Federal Court of Australia Act 1976, the Federal Circuit and Family Court of Australia Act 2021 and the Native Title Act 1993, constitute a single Statutory Agency for the purposes of the Public Service Act 1999.

Employees are engaged to work in support of the following courts or tribunal:

- Federal Court of Australia,
- Federal Circuit and Family Court of Australia, and
- National Native Title Tribunal.

Employees are covered by the Federal Court of Australia Enterprise Agreement 2018–2021.

The Federal Court and the Federal Circuit and Family Court each maintain a distinct statutory identity, with separate functions and judicial independence.

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