

Federal Court of Australia - APS Role Evaluation

Role Details

Job Title: Executive Officer & Senior HR Advisor	Evaluation date: 15/09/2021
Work area: Corporate Services, Office of the EDCS/People and Culture team	Evaluated by (Name and title): Matt Asquith, Assistant Director, People and Culture
Role status: New	Date of role creation: 14/09/2021
Has the role been evaluated previously, if so when and by whom: N/A	
Primary purpose/main objectives of the role:	
<p><u>Position Overview</u></p> <p>Working to the Executive Director, Corporate Services and the Executive Director, People, Culture & Communications and Court & Tribunal Services, the dual role of the Executive Officer & Senior Human Resources Advisor is varied and covers a full range of executive and administrative support services. This includes providing line managers with timely advice and coaching on best HR practices. The role's key responsibility is to provide high-level administrative and strategic support to coordinate the activities of both the Corporate Services and Court & Tribunal Services sections. The position requires an ability to maintain a high-level of knowledge across the entity and works closely with a variety of key stakeholders. A collaborative approach is required, as the role regularly interacts with each Corporate Services function, particularly the HR team. The role leads and manages one direct report.</p>	
<p><u>Executive Support – Corporate Services and Court & Tribunal Services</u></p> <ul style="list-style-type: none">• Build, develop and maintain strong working relationships with key internal and external stakeholders to achieve outcomes and facilitate cooperation.• Manage the day-to-day operations of the office of the Executive Director, Corporate Services by having oversight of all incoming and outgoing communications and diary appointments.• Build and endorse a positive working culture within the team by coaching the Administrative Assistant and providing feedback to develop skills and performance capabilities.• Provide strategic support to the Executive Director, People, Culture & Communications and Court & Tribunal Services when undertaking both day-to-day duties and key project work.• Undertake research tasks with a focus on analysis of information to provide key material to the Executive in a timely manner.• Draft and prepare succinct reports and documentation for presentation to Entity committees on behalf of the Executive.• Coordinate and manage the maintenance of Corporate Services information to ensure it is accurate and accessible. This includes assisting in the preparation of the Annual Report and Corporate Plan.	
<p><u>Generalist HR</u></p> <ul style="list-style-type: none">• Providing advice and support to managers and employees in relation to performance management and Enterprise Agreement interpretation, including drafting plans and reports for submission to the decision maker.• Conduct internal investigations by following misconduct and grievance processes, both informally and formally.• Supporting the HR team on special recruitment projects, by providing strategic advice that complies with the <i>Public Service Act 1999</i> and assisting selection panels throughout the process.	

- Assist in the development and implementation of key HR initiatives and projects including wellbeing programs developed for Judges and staff, identifying key training needs and cyclical compliance requirements such as Enterprise Agreement/Determination negotiations.

List the sources of information and evidence that has been used to inform this evaluation:

- Position description
- Discussion with the position supervisor
- General understanding of the position and where it fits within the Court

Evaluation Factors

Factor	Score	Rationale
Knowledge Application	14	<ul style="list-style-type: none"> • Highly developed specialist, professional, technical and/or management knowledge across a broad range of activities. • A corresponding understanding of related principles, concepts and practices. • Extensive knowledge of statutory, regulatory and policy frameworks relevant to a field of work, discipline or functional area in order to provide comprehensive and authoritative advice on specialist and very complex issues.
Accountability	14	<ul style="list-style-type: none"> • Accountable for determining the strategic direction of one work area, and assisting with the direction of another. • Responsible for providing expertise across a broad range of activities potentially relating to work of different program areas and ensuring an in-depth knowledge of and compliance with relevant legislation and policy frameworks. • Responsible for the achievement of own and team outcomes, monitoring team progress and following through to deliver quality outcomes.
Scope and Complexity	13	<ul style="list-style-type: none"> • Work is complex and involves various activities involving different, unrelated, but established processes/methods. • Work deals with unfamiliar circumstances, variations in approach and/or sudden changes. • Circumstances or data must be analysed to identify inter-relationships. • What needs to be done depends on analysis of the issues and the selection of an appropriate course of action from a number of options requiring sound judgement.
Guidance	13	<ul style="list-style-type: none"> • Operates under general direction and is guided by legislation, policies, procedures and precedents. • Interpretation is required to establish the way in which procedures and policies should be applied

		<p>with the role operating with considerable independence.</p> <ul style="list-style-type: none"> • Work produced requires little or no revision before finalisation.
Decision-making	13	<ul style="list-style-type: none"> • Decisions concern a variety of matters, affect own work area and may affect another work area. • Decisions are based on sound judgement, expertise and knowledge. • Information and advice is provided, possibly suggesting a course of action, which is taken into consideration by other decision makers.
Problem Solving	13	<ul style="list-style-type: none"> • Work involves complex issues and the range of solutions is more varied. • Creativity and innovation are essential to the job and need to be regularly exercised within general guidelines. • Unfamiliar issues and situations require independent action for example, in developing new or improved work methods or tackling situations in new ways.
Contacts and Relationships	14	<ul style="list-style-type: none"> • Manage relationships with stakeholders at all levels to achieve outcomes. • Liaise with a range of stakeholders in relation to difficult or sensitive issues. • Consult and advise internal and external stakeholders, anticipate and respond to their needs and expectations.
Negotiation and Cooperation	13	<ul style="list-style-type: none"> • Requires a consistently high degree of persuasion and advocacy. • Negotiates and resolves tensions and difficulties.
Management Responsibility / Resource Accountability	14	<ul style="list-style-type: none"> • Manage an employee in the office of the EDCS space and assist with the management of junior HR staff carrying out diverse tasks. • Responsible for building capability of line managers through coaching others and providing feedback. • Develops and implements work plans, sets work area priorities and evaluates activities and working methods. • Accountable for managing EDCS office resources and assisting with the resources within the P&C space. • Required to plan and manage allocated resources, develop appropriate controls, monitor achievement against plans and adjust plans to meet changing demands.
Total Score: 121		Time taken: 45 minutes

Scoring Key

Score	Classification
18-27	APS 1

28-45	APS 2
46-63	APS 3
64-81	APS 4
82-99	APS 5
100-117	APS 6
118-135	EL 1
136-144	EL 2

Recommendation

It is recommended that this position be classified as *Executive Level 1 (EL 1)*

Delegate Approval

Name: Darrin Moy

Title: Executive Director People, Culture and Communications.

Signature:

Date:

