



Position Details

Title	Assistant Director, People and Culture (Employee Relations & Performance)
Division	Corporate Services
Branch	People & Culture
Classification	Executive Level 1 (EL1)
Salary	\$100,827 - \$108,891 per annum, plus superannuation
Employment type	Ongoing; Full-time
Location	NSW
Position number	5568
Reports to	Director, People and Culture

Agency Overview

The Federal Court of Australia entity is the administrative organisation that engages employees under the [Public Service Act 1999](#) to work in support of one or more of the following Courts or Tribunal:

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

[The Courts Administration Legislation Amendment Act 2016](#) established the Federal Court entity. However, each court continues to maintain its distinct statutory identity, with separate functions and judicial independence.

Employees are covered by the [Federal Court of Australia Enterprise Agreement 2018–2021](#).

Position Overview

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.

Duties

Employee relations

1. Providing advice and support to managers and employees in relation to performance management, including drafting performance improvement plans and ensuring that the performance process is conducted correctly. Where necessary, drafting submissions and reports to decision makers in relation to the continued employment of relevant employees.
2. Assisting with the administration of reviews, misconduct and grievance processes including the drafting of letters and reviewing of reports. Where necessary, providing support in relation to the implementation of any agreed to recommendations.
3. Determining when employees need to be assessed by an Approved Medical Practitioner to determine their fitness for continued duty. This includes drafting detailed letters and giving directions.
4. Supporting managers with probation related matters including when a new employee's performance or attendance requires improvement.
5. Providing secretariat support to the National Consultative Committee.
6. Liaising with employees' representatives, including unions, and drafting correspondence in relation to related matters.
7. Managing rights of entry issued under the [Fair Work Act 2009](#) and [Work Health and Safety Act 2011](#) (Cth).
8. Interpreting and providing advice on the operation of the Court's enterprise agreement and other industrial instruments having regard to the relevant Australian Public Service Enterprise Award.
9. Researching and drafting new industrial instruments (e.g. proposed enterprise agreements, individual flexibility agreements and determinations issued under the [Public Service Act 1999](#)), having regard to advice issued by the Australian Public Service Commission.

Recruitment

10. Providing strategic advice in relation to recruitment processes that complies with the [Public Service Act 1999](#), its subordinate legislation and advice given by the Australian Public Service Commission.
11. Providing administrative assistance in relation to SES recruitment exercises, including sourcing the Australian Public Service Commissioner's Representatives for panels.
12. Overseeing the administration of recruitment processes completed by others in the section.
13. Administering the Court's e-recruitment, onboarding and learning management systems and the contract for those systems.
14. Supporting the implementation of a corporate induction program, ensuring that it achieves its goals, and is delivered professionally and efficiently.

Work Health and Safety

15. Assisting the Chair of the Health and Safety Committee by researching information needed for the committee's operation.
16. Researching work health and safety matters having regard to the [Work Health and Safety Act 2011](#) (Cth) and relevant Model Codes of Practice (Cth).
17. Procuring and coordinating health related services (e.g. providers of influenza vaccination services, Employee Assistance Program services, and independent medical assessments).

Reporting

18. Reporting to other Commonwealth department and agencies as required on human resource-related matters including the State of the Service Report, diversity and inclusion (including the Reconciliation Action Plan), and employee relation matters. Support must also be provided to drafting the human resource narrative for the annual report.
19. Coordinating the drafting of the human resource monthly report and reporting required by other sections in the Court.
20. Drafting human resource-related information for the Court's intranets and newsletter.

Other duties

21. Completing relevant projects and developing and implementing human resource policies and procedures, among other duties.
22. Liaising and supporting with members of the judiciary in relation to entitlement matters.

Selection Criteria

1. Demonstrated human resource experience relevant to a Commonwealth Public Service agency or department including an understanding of the relevant legislation and policies issued by Commonwealth agencies and departments.
2. Demonstrated ability to manage complex employee relation matters to resolution.
3. Demonstrated ability to research, analyse and report on complex human resource including employee relations matters relevant to a Commonwealth Public Service agency.
4. Demonstrated experience in interpreting and applying relevant legislation.
5. Well-developed administrative skills, including the ability to effectively prioritise and deliver outcomes.
6. High-level interpersonal skills.
7. Excellent written skills with attention to detail.

Other Requirements

- 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.