



Position Details

| | |
|-----------------------|---|
| Title | Executive Officer & Senior Human Resources Advisor |
| Division | Corporate Services |
| Branch | Office of the Executive Director, Corporate Services |
| Classification | Executive Level 1 (EL 1) |
| Salary | \$100,827 to \$108,891 per annum, plus superannuation |
| Job Type | Ongoing, full-time |
| Location | Sydney, NSW |
| Position No | 1971 |
| Reports to | Executive Director Corporate Services |

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 and 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

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 roles 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.

Duties

Executive Support – Corporate Services and Court & Tribunal Services

- 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.

Generalist HR

- 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 *Public Service Act 1999* 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.

Competencies & Attributes

This is a very busy role with a wide-range of tasks and responsibilities. Hence, it requires someone who is able to organise their daily workload and manage priorities in order to meet deadlines within strict time constraints. The ability to work autonomously, demonstrate initiative, flexibility and sound judgement is a key capability to performing successfully in this role.

Due to the confidential and complex nature of the work undertaken by the Corporate Services and Court & Tribunal Services sections, it is imperative that the Executive Officer & Senior HR Advisor has an ability to work in an environment which requires tact and discretion.

As this role works across a large, dynamic team, it requires someone who is a team player and who is able to work collaboratively with managers and staff across the entity to achieve results.

Qualifications/relevant experience in human resource management is required for this role.

Selection Criteria

1. Strong experience in providing an Executive with high level support services, working across a variety of areas with a good understanding of legislative requirements.

2. Outstanding oral and written communication skills, with the proven capability to communicate effectively to stakeholders at all levels and to succinctly prepare professional business documents.
3. Ability to work well under pressure by prioritising tasks and undertaking duties in an efficient manner. Displays exceptional organisational skills by using initiative and being flexible in undertaking complex and sensitive work.
4. Proficient in exercising good judgment and common sense as a trustworthy character. Must maintain a high-level of professionalism and discretion in handling confidential information.
5. Demonstrated human resource experience relevant to a Commonwealth Public Service agency or department with an ability to translate business needs into practical and effective HR strategies and solutions.