



Australian Government

Cancer Australia

Senior Human Resources Officer

About Cancer Australia

Cancer Australia was established by the Australian Government in 2006 to benefit all Australians affected by cancer, their families and carers. Cancer Australia aims to reduce the impact of cancer, address disparities and improve outcomes for people affected by cancer by leading and coordinating national, evidence-based interventions across the continuum of care.

The Role

The Senior Human Resources Officer - Workforce Development and HR Coordinator is responsible for Human Resource Management for Cancer Australia. The position will be responsible for providing HR related advice and information to staff, the timely processing and maintenance of a range of Human Resources functions such as occupational health and safety, recruitment and workforce development.

This is a full-time position based in Sydney.

The Person

The position requires a considerable range of Human Resources, administration, and operational skills, experience and knowledge, including the ability to provide advice whilst ensuring identification and application of best practice principles and standards. This position will require excellent understanding of the APS Human Resources framework. This is a position requiring strong organisational skills; the ability to work independently as well as part of a team and to be responsive, discreet and flexible to work to deadlines. The Senior Human Resources Officer – Workforce Development & HR Coordination, reports to the Manager People, Capability and Corporate Services.

Submitting your application

Application is through a resume and response to selection criteria. Please download the Job Specification for further details. Your application should include a short covering letter, an up-to-date resume, and responses addressing the **selection criteria**.

Applications need to be submitted via the Cancer Australia online recruitment system <http://canceraustralia.gov.au/about-us/employment-opportunities>

For further help, tips and information on applying for a role in the Australian Public Service (APS), please visit <https://www.apsc.gov.au/cracking-code>

Where circumstances prohibit your access to our online system please contact the enquiries person listed in this advertisement for assistance prior to the close date.

General enquiries: recruitment@canceraustralia.gov.au or 02 9357 9400.

Closing date: 11:30 pm 18 February 2019

Reference: 19_02_SPOHR

CLICK TO APPLY