



Human Resources Professionals (Specialist)

APS Level 6, Executive Level 1, Executive Level 2

Service Delivery Group

People Division

Ongoing/Non-Ongoing, Full-time/Part-time

\$83,900 - \$142,556, plus superannuation

Canberra, ACT

Reference: A235/2019

THE OPPORTUNITY

The Department of Foreign Affairs and Trade is seeking HR professionals who are comfortable working in an environment of reform. Our ideal candidate will thrive working in an environment focused on strong service delivery, testing new ideas, and supporting the department as it advances Australia's interest in a complex environment.

Working in Canberra as part of the People Division or in areas with a strong HR focus, we are seeking HR professionals with demonstrated capability in one or more of the following areas:

- Organisational design and workforce planning
- Workforce analytics and reporting
- Employment conditions and workplace relations
- R Business Partnering
- HR case management
- Performance management systems
- Design and/or implementation of projects to support workplace culture

DFAT is committed to providing an inclusive and diverse workplace where all employees are valued. We appreciate the experiences, skills and perspectives of all individuals. We actively encourage applications from people from diverse backgrounds. Please refer to our Workplace Diversity internet page for further information.

The department supports flexible working arrangements, including part-time work and job sharing.

OUR IDEAL CANDIDATE

- In addition to a depth of knowledge and experience in one or more areas of human resources, you will have:
- an ability to build and maintain professional relationships and collaborate across teams to achieve results,
- excellent written and verbal communication skills with the ability to adapt messaging and medium according to a target audience,
- an ability to operate across a range of business applications and demonstrated commitment to seek ways to improve processes through leveraging technology,
- an ability to think laterally and problem solve while managing risk.

An AHRI or similar certification is desirable.

ELIGIBILITY REQUIREMENTS

Candidates must be Australian citizens.

This is a security-designated position. Prior to engagement selected candidates will be required to obtain an Australian national security clearance at Negative Vetting Level 2. Ongoing employment with the department requires the successful candidates to maintain a security clearance. Loss of a security clearance at any time will lead to termination of employment.

A face-to-face interview is a critical part of the security clearance process. This interview will be conducted in Australia, preferably in Canberra. If you reside overseas, please be aware that you will be required to travel to Canberra at your own expense to undertake the security clearance interview. Interviews cannot be conducted by video link or Skype.

WHO TO CONTACT

For position-specific information, please contact Kathleen Blades, Director Workforce Planning on 02 6261 1756.

Queries about the selection process should be directed to the DFAT Recruitment Team via recruitment@dfat.gov.au or phone (02) 6261 9811.

Advancing the interests of Australia and Australians internationally

Applications close Monday 23 September 2019 at 2:00pm AEST.

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VIEW THE POSITION DESCRIPTION**



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