



Australian Government

Comcare

PUTTING YOU *FIRST*

Director People Team

**Executive Level 2
Chief Operating Officer Group
Ongoing Vacancy – Full-time
Canberra/Melbourne/Sydney**

**An attractive remuneration package will be negotiated
with the successful applicant**

Contact Officer

Gaby Medley-Brown, Chief Operating Officer on 02 6275 0695

Closing date

Sunday 05 February 2012 at 11.00pm (Australian Eastern Standard Time)

How to apply

1. In one combined word document include
 - a. your completed Application Cover Sheet (the last page of this document),
 - b. your responses addressing the selection criteria; and
 - c. your resume outlining your work history, relevant qualifications and training.
2. [Apply online](#) - When applying you will be asked to upload your combined application and enter your personal details.

The Role

Overview of the role

The Director People is responsible for the delivery of high quality strategic and operational human resource (HR) management within Comcare. The Director People will provide strategic advice and direction to Comcare leadership regarding all facets of human resource management, workforce planning, learning and development, workforce health & safety and change management.

Prerequisites

- Relevant tertiary qualifications, with a strong commitment to ongoing professional development.
- Experience and insight into the public sector employment environment.
- Contemporary knowledge of all components of HR practices at both a strategic and operational level.

Major areas of responsibility

- Provide leadership and vision in all facets of management with responsibility for a number of teams within the People Team to deliver high quality strategic and transactional HR services.
- Build and maintain effective relationships with Comcare Executive and other senior stakeholders by providing expert advice on best practice human resource management approaches.
- Maintain understanding of current and future business requirements and how HR strategies can be tailored to support these requirements.
- Deliver the outcomes of Comcare's People Plan, Workforce Health and Safety Management Plan and Learning and Development Framework.
- Develop and implement HR frameworks, models, policies and procedures that support Comcare to ensure a sustainable, robust and agile workforce.
- Enterprise Agreement (EA).
- Maintain and implement continuous improvement in operational transactional HR systems including payroll and recruitment.
- Facilitate strategic direction for Comcare around workforce planning and workplace relations in support of Comcare's Strategic and Corporate Plans.
- Develop and deliver strategies to cultivate organisational wide engagement on key workforce deliverables; including Leadership and Management, Occupational health and Safety, Code of Conduct, Learning and Development, future workforce design, Performance Management and Workplace Relations.
- Lead the development and up skilling of Comcare managers in their leadership and people based activities in various areas including performance management, learning and development, workplace relations, workforce planning and recruitment.
- Support Comcare's governance model and compliance against its internal reporting requirements and statutory obligations, e.g. as an employer under the Fair Work Act and under workplace health and safety legislation.

How to apply

Your statement of claims against the selection criteria is your opportunity to demonstrate your competency and is the most important factor in determining whether your application will be short-listed. Your claims against each criterion should be no longer than a page.

It is recommended that you address each selection criterion and provide evidence of your suitability. Give examples from your current or past role(s) which demonstrate how you meet the criterion. The STAR approach is one way of presenting information against selection criteria. For each criteria think about the following and use these points to form sentences:

Situation: Set the context by describing the circumstance whether you used the skills or qualities and gained the experience.

Task: What was your role?

Approach: What did you do and how did you do it?

Result: What did you achieve?

What was the end result and how does it relate to the job you are applying for?

For more information on how to apply for jobs in the Australian Public Service please go to: <http://www.apsc.gov.au/publications07/crackingthecode.htm>

The Selection Process

Comcare uses a competitive merit process. Processes are likely to take approximately eight weeks for short listing, skill testing, work sample testing, interviewing, reference checking and offers to be made.

Eligibility and specific conditions of employment

1. Australian citizenship
2. Security Clearance (Negative Vetting Level 1)
3. Character clearance (police records check)
4. Health assessment
5. Six months probationary period
6. Interstate travel

For information on conditions of employment, please refer to our website http://www.comcare.gov.au/careers/working_at_comcare

Selection Criteria

The following selection criteria are based on Integrated Leadership System
<http://www.apsc.gov.au/ils/index.html>

1. Supports strategic thinking

The ability to lead the strategic direction of human resource management that contributes to Comcare's Strategic Plan priorities and business objectives.

Demonstrated ability to integrate HR strategy with business planning and priorities, providing robust analysis of relevant data informing and driving Comcare's workforce planning processes.

The ability to operate at a conceptual level, supported by strong analytical skills and a demonstrated capacity to think laterally, distil complex and multi faceted information, probe for clarity and produce options to resolve issues.

2. A record of achieving results:

A proven record of achievement with significant experience in the following areas: Learning and Development, HR Strategy, Workforce Planning, Transactional HR, Workforce Health and Safety or Change Management.

Demonstrated experience in a relevant senior HR role and in successfully implementing strategic projects in a HR environment.

Demonstrated capability in delivering integrated HR strategies that have resulted in planned and measurable outcomes.

Ability to seek out and harness available skills, capabilities and resources contributing to effective and efficient delivery of business priorities.

3. Personal Drive and Integrity:

Demonstrated commitment and modelling of behaviours required by the APS Values, APS Code of Conduct and the Comcare Leadership Values.

Willingness to use initiative and take calculated risks, taking responsibility for actions and learning from mistakes.

Ability to harness information and knowledge leading to a proven capacity to influence others by inspiring confidence, whilst persuading and advocating on matters of importance. Demonstrated by an ability to gain agreement without loss of relationship.

4. Ability to Cultivate Productive Working Relationships:

Experience in management and leadership through setting strategic direction, fostering of collaboration and teamwork and effective delegation of responsibility.

Proven ability to build and maintain strong business networks both internal and external to Comcare using strong subject matter expertise and add value to and gain value from such networks.

Values diversity and harnesses varying working styles, individual strengths and personal backgrounds, cultivating a healthy and productive working environment.

5. High Level Communication Skills

Advanced written communication skills including the ability to prepare high quality documents, action plans and reports in a timely manner.

Advanced oral communication skills including an ability to communicate, influence and negotiate at all levels, lead and manage people and respond to issues flexibly and responsively.

Demonstrated listening skills utilising own levels of emotional intelligence to understand and distil alternative views or levels of understanding.

Proven ability to negotiate effectively and resolve conflict through constructive debate and identification of common ground leading to agreement and acceptance of mutually beneficial solutions.

What we offer

Comcare offers employees attractive employment conditions, including:

 DYNAMIC ORGANISATION It's a great time to work with Comcare. Get onboard and make a difference!	 CAREER PATHWAY Comcare's capability and career framework allows you to easily identify the skills and competencies required in order for you to move up and along your desired career path.
 GENEROUS LEAVE ENTITLEMENTS Comcare's current Enterprise Agreement sets out some very attractive leave entitlements.	 PERFORMANCE MANAGEMENT Achieve results through Performance Management. Everybody at Comcare has an Individual Action Plan (IAP). Pay point advancements are available through this process.
 STUDY LEAVE/STUDY OPTIONS Up to \$4,000 per year study assistance/ 5 hours per week paid study leave.	 REWARD & RECOGNITION Comcare recognises that high performing staff are the key to its success, that's why staff who perform well are rewarded for their efforts through a formal reward and recognition process.
 LIFE BALANCE Flexible working arrangements, employee wellness programs and employee assistance programs.	 CHRISTMAS CLOSEDOWN Comcare offices are closed from c.o.b. on the last working day before Christmas to the first working day after 1 January giving all employees a break and a chance to spend some time with family and friends.
 LEARNING AND DEVELOPMENT Structured on the job training + a year round calendar of professionally facilitated relevant courses.	 GENEROUS REMUNERATION Comcare is able to offer generous remuneration points on engagement dependent on skills and experience.



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APPLICATION COVER SHEET

Note: Complete and save this form before commencing your online application.

**Executive Level 2, Director, People – Chief Operating Officer Group –
Canberra/Melbourne/Sydney**

Title		Birth Date <i>(optional)</i>	
Surname		Given Name	
Address			
Preferred Name	State	Postcode	
Contact Number(s)			
Email Address			
Current Employer			
Position Title			
Are you currently working in the Australian Public Service?			
If yes	Ongoing	Non-ongoing	
Substantive Level	Acting Level	AGS Number	
Are you an Australian Citizen?			
Have you received a redundancy benefit from an APS Agency or Parliament Service?			
If yes, please advise of the redundancy benefit period expiry date			
Have you ever been found to have breached the APS Code of Conduct?			
If yes, please specify employer's name and the date?			
Do you have a security clearance? If so, what level? i.e. protected/secret			

Please provide two current referees who have supervised and assessed your performance within the workplace.

Name		Relationship	
Email		Contact	
Name		Relationship	
Email		Contact	

Do you require any special arrangements to be made for assessment e.g. interview? If yes, a member of the selection panel will contact you for more details.