



Australian Government

Australian Financial Security Authority

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Position Description



Position title / number	Senior Advisor People and Culture
Classification	APS Level 6
Location	Sydney, Melbourne, Canberra, Brisbane, Adelaide, Perth, Hobart
Division / section	Corporate Services Division, People and Culture
Reports to	Assistant Director People Strategies
Position status	Ongoing/Non-ongoing
Direct reports	Nil
FTE / hours	37:30 Full time or Part Time
Security clearance	Baseline vetting

Organisational context

The [Australian Financial Security Authority \(AFSA\)](#) is responsible for managing the application of bankruptcy and personal property securities laws through the delivery of high-quality personal insolvency and trustee, regulation and enforcement, and personal property securities services.

The **Corporate Services Division** is responsible for delivering Finance, Human Resources and Facilities and Procurement services to the Agency.

Purpose of the position

The **People and Culture** section is responsible for delivering Human Resources services to the Agency, comprising Strategic Workplace Relations, Employee Relations, People Analytics, Workforce Planning, Capability Development, Strategic Projects, Diversity, Equity and Inclusion and HR Business Partnering.

The **Senior Advisor** will work closely with Assistant Directors to deliver high quality outcomes.

Accountabilities

Senior Advisors will be required to produce high-level policy advice and engage in complex problem solving and workforce issues management. They will provide high quality services to meet the Agency's projected workforce needs, ensuring quality administration and governance arrangements are in place while ensuring compliance with workforce legislation.

We have an immediate vacancy for the **Senior Advisor (Strategic Projects)** who will play a key role in the development and implementation of the AFSA Workforce Strategy and the implementation of the agency's leadership and culture projects, including diversity, equity and inclusion initiatives.

This process will also be used to establish a merit pool for future vacancies across the following sections:

Strategic Workplace Relations

- Enterprise Agreement Bargaining coordination and advice
- Industrial Relations Strategy and advice
- Agency Integrity and Public Interest Disclosure advice
- The agency Human Resource policy framework

Employee Relations

- Performance and Conduct advice & Case Management
- Employee Relations Enquiries
- Individual Flexibility Arrangements (IFA) Management & Review
- National Consultative Committee (NCC) Secretariat

People Analytics

- Coordination of the Agency APS Census input
- Dashboard Reporting for key agency workforce metrics
- Provide input and advice into the Agency's Workplace Gender Equality Agency (WGEA) Annual Gender Equality Report

Workforce Planning

- Coordination and support to develop and implement Divisional operational workforce plans
- Support succession planning risk assessment activity and stakeholder advice to develop mitigation plans
- Develop and implement talent management initiatives

HR Business Partnering

- Strategically partner with the business on workforce planning and engagement outcomes and provide quality, professional, consistent and cohesive service to senior leaders
- Implementation of organisational processes and initiatives including but not limited to; the annual performance review cycles, organisational restructures, WHS Framework, Diversity and Inclusion Strategy, Mental Health and Wellbeing Strategy and initiatives.

All duties will be performed in accordance with:

- the APS Values, Code of Conduct and Employment Principles
- WHS obligations, taking responsibility for own health and safety and that of others
- AFSA's risk management framework and relevant legislation, including guiding others to identify and mitigate foreseeable risks.

Core skills and capabilities

To be successful in these roles, you will be able to demonstrate the following skills and capabilities:

Communicates simply and clearly

- Ability to convey messages and information succinctly, with empathy, regardless of medium (written, verbal etc)
- Actively listens to others, using clarifying questions and rephrasing what is being heard to ensure understanding

Sustains a user-centred approach to design and deliver better services

- Gains an authentic understanding of the needs of individuals and business through collaboration and curiosity
- Embraces ambiguity and is curious, works with users to identify a solution which provides value

Uses information to make evidence-based decisions

- Identifies and analyses data sources to assess if fit for purpose
- Researches, identifies and integrates relevant evidence towards finding solutions
- Is able to use information to make robust decisions that have sound factual backing

Engages people to build productive relationships

- Acts with honesty, integrity and respect in dealings with others
- Sets and manages expectations to achieve positive outcomes
- Practices inclusion and values diversity

HR Management

- Uses specialist knowledge to partner with internal stakeholders and provides accurate information, advice and assistance to managers and employees on specific people management issues having regard to legal and policy frameworks, and organisational objectives

Qualifications, accreditations and experience

A vocational or tertiary qualification in Human Resources, Learning and Development, Organisational Development or relevant discipline is highly desirable.

Budget managed: Nil

Delegations exercised: Nil

- AFSA delegations
- *Public Service Act 1999*
- *Public Governance Performance and Accountability (PGPA) Act 2013*

HR use only:

Date last varied	By Who
10/11/2023	Recruitment Team
Date Updated in Aurion by People Assist	