



Australian Government

Comcare

Job information pack

Director, People Strategy, Capability and Culture

Executive Level 2

\$159,968 to \$181,524 per annum plus 15.4% superannuation

Canberra ACT, Melbourne VIC,



Position details

Job reference	VN-0768272
Classification	Executive Level 2
Employment status	Ongoing <i>*A merit pool may be created and used to fill similar ongoing and non-ongoing vacancies.</i>
Working hours	Full time
Group	Corporate
Team	People Strategy, Capability and Culture
Location	Canberra ACT, Melbourne VIC
Eligibility and conditions of employment	<p>Citizenship: Under section 22(8) of the <i>Public Service Act 1999</i>, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.</p> <p>Security clearance: Ability to obtain and maintain a Baseline security clearance.</p> <p>For further information on eligibility and conditions of employment, please visit our Careers page.</p>
Applications close	Sunday, 12 April 2026 at 11:59pm (Australian Eastern Standard Time)
Contact officer	Please contact Recruitment@comcare.gov.au

About Comcare

At Comcare, our purpose is to ***promote and enable safe and healthy work***. We have several important core roles as a regulator, scheme manager, insurer and claims manager. We also have essential enabling roles, focused on supporting education, engagement and better practice approaches to health and safety, injury recovery and return to work, and the capability and capacity of our own workforce.

We are ***committed to building and fostering a capable, engaged and high performing workforce*** that is trusted and passionate about achieving better work health and safety outcomes for Australians.

About the team

The People Strategy, Capability and Culture team leads strategic people initiatives that enable Comcare to deliver its purpose now and into the future.

The team provides organisational leadership on workforce strategy, leadership and capability development (including learning and development), people insights and evaluation, and contemporary frameworks that strengthen culture, performance and capability across the agency.

The opportunity

The Director, People Strategy, Capability and Culture leads the development and delivery of agency-wide people strategy, workforce planning, and leadership and capability development (including enterprise learning and development). The role partners with the Executive and senior leaders to translate strategic priorities into an integrated people agenda, supported by evidence, insights and effective governance.

The Director drives strategic partnerships across the agency and with relevant external stakeholders to design and implement workforce and capability strategies (including workforce planning, diversity, equity and inclusion, leadership development, and core learning and development) that ensure Comcare has the right people, in the right roles, with the right skills, at the right time.

The role provides high-level advice on priorities, risks and opportunities, and ensures initiatives are evaluated and continuously improved. The Director is accountable for enterprise learning delivery, including the learning calendar, learning management system (LMS) administration and optimisation, and the management of vendor panels and external training providers.

The role is also a key conduit to the Australian Public Service Commission for organisational reporting, including staff survey (census) coordination, State of the Service reporting and diversity targets.

In this role your key responsibilities will include, but are not limited to, the following:

1. Lead the development, implementation and ongoing refinement of the agency's People Strategy, ensuring alignment to corporate strategy, workforce risks and priorities.
2. Lead strategic workforce planning and workforce modelling, including critical role/skill analysis, workforce supply and demand, and scenario planning.

3. Establish an integrated leadership and capability development approach, including frameworks, pathways and programs that build individual, leader and organisational capability.
4. Own and deliver the enterprise learning program, including maintaining the annual learning calendar, coordinating and promoting learning offerings, and ensuring equitable access across the agency.
5. Provide strategic oversight of learning and development governance, including needs analysis, curriculum design, delivery models (in-house/outsourced/digital), quality assurance and evaluation of learning impact.
6. Oversee the learning management system (LMS), including administration, user experience, data integrity, reporting, and continuous optimisation to support organisational capability uplift.
7. Manage procurement, vendor panels and external training provider relationships, including contract management, performance monitoring, value for money and compliance with relevant policies.
8. Use people data and insights to identify trends, measure impact and inform evidence-based recommendations (e.g., capability gaps, leadership pipeline, workforce risks, engagement drivers).
9. Build and maintain effective relationships with senior leaders and key stakeholders to co-design solutions, influence outcomes and enable sustainable change.
10. Lead and manage a high-performing team, including setting direction, coaching, performance management, wellbeing and workforce planning for the team.
11. Provide high-quality strategic advice, briefs and reports to the Executive and governance committees on complex people matters, including risks, options and implementation considerations.
12. Manage relevant budgets and financial planning for the people strategy and enterprise learning portfolio, including forecasting and reporting.

Our ideal candidate

Our ideal candidate is a strategic, forward-thinking people leader who brings a collaborative mindset and expertise in shaping an organisation's workforce, culture and capability for the future. They are someone who thrives in complexity, sees the big picture, and can translate organisational priorities into a clear, cohesive and actionable people agenda that lifts performance across the agency.

As our ideal candidate, you will have the following skills and capabilities:

1. Demonstrated experience in HR strategy including strategic workforce planning, leadership and core capability development, diversity, equity and inclusion and people strategy delivery, with accountability for enterprise learning and development delivery and evaluation of learning impact.
2. Highly developed analytical and problem-solving skills.

3. Proven ability to build, sustain and leverage strong relationships across a broad range of internal and external stakeholders, representing the organisation effectively and driving collaboration towards shared goals.
4. Highly developed written and verbal communication skills with the ability to negotiate, influence and communicate with clarity and impact across all organisational levels.
5. Excellent decision making and judgement skills with positive results orientation.

Desirable qualifications and experience

- Degree or Diploma in Human Resource Management, Organisational Development, Adult Learning, Education, or Leadership will be highly regarded.

Work environment

Comcare is committed to providing a safe, supportive and respectful workplace that prioritises physical as well as psychological health, safety and wellbeing.

How to apply

If you are interested in this opportunity, please apply through Comcare's [Current Vacancies](#) website. In your application, you will be asked to do the following:

- **Attach a Statement of Claims:** In your Statement of Claims, tell us in **one page (maximum)** why you are applying for this role and how your skills, knowledge and experience address the requirements of the role. Make sure you highlight relevant examples that demonstrate your ability to perform the role and ensure you reference the **skills and capabilities outlined in the 'Our ideal candidate' section**.
- **Attach your resume:** Your resume does not need to include a cover letter as this information should be included in your Statement of Claims. Ensure your resume is **four pages maximum**.
- The contact details of **two referees**, one of which should be your current supervisor.

We welcome candidates from within or outside of the Australian Public Service to apply. When writing your application, we encourage you to consider the [APS Work Level Standards](#), which differentiates between the work expected (i.e. responsibilities and duties) at each classification level.

The Australian Public Service Commission also has guidance on applying for jobs in the Australian Public Service, including suggestions on how to write your pitch using the [STAR Model](#).

Benefits of working with us



We care about making an impact

Make a meaningful contribution to the health and safety of workers nationwide. We design and deliver innovative and prevention focused initiatives that promote and enable safe and healthy work, including strategies to address psychosocial hazards.



We care about you

We value flexibility and diversity. We celebrate our inclusive workplace and provide leave for community volunteer work or activities related to employees' cultural background. All employees have access to a health and wellbeing reimbursement and can use Employee Assistance programs.

We have generous leave provisions with four weeks annual leave, plus additional paid leave over Christmas and New Year, personal/carer's leave and leave for cultural or ceremonial events.



We care about each other

We role model a culture founded on respect and inclusion. Our commitment to safety is reflected in policies that prioritise employee well-being. We recognise your individual needs and provide adaptable work arrangements to foster work-life balance, including work from home and office arrangements, and flex time for employees up to and including the APS6 level.



We care about growing your career

We invest in your career development through a range of learning options, including formal training courses, on-the-job training, support for continued professional development, financial support for work-related study, coaching and mentoring and a year-round calendar of professionally facilitated courses. We foster an environment for you to achieve career goals.



We care about recognising your contribution

We recognise and reward your contribution and commitments to outstanding work. You will experience great working conditions including competitive salaries with 15.4% superannuation, generous leave conditions, modern amenities, and flexible working arrangements. Our annual CEO Awards are one of the ways we formally recognise outstanding achievements.

For more information about what we offer, please read our [Comcare Enterprise Agreement 2024-2027](#).

Merit pool

This selection process may be used to establish a merit pool. The merit pool might be accessed to fill vacancies for similar roles in Comcare or across the broader Australia Public Service over the next 18 months.

RecruitAbility scheme

Comcare is committed to supporting the employment and career development of people with disability. Our participation in the [RecruitAbility scheme](#) means you will be progressed to the next stage of the selection process if you declare you have a disability, opt into the scheme and meet the minimum requirements for the position.

Please indicate in your application if you wish to opt into the RecruitAbility scheme.

Diversity and inclusion

The range and nature of work in Comcare requires a workforce that reflects our diverse society. We are an inclusive employer and actively encourage and welcome applications from Aboriginal and Torres Strait Islander people, people with disabilities, people from diverse cultural and linguistic backgrounds and mature-age people. We are committed to providing an environment that values diversity and supports employees to reach their full potential. If you require any reasonable adjustments to support you, should you be invited to the next stage of the selection process, please indicate this in your application.