

**Office of the Work Health and Safety
Commissioner**

Position Title: Senior HR Business Partner

Section: Strategic HR & Industrial Relations

Position Number: P48954

Classification: ASO6

Location: Canberra City

Last Reviewed: September 2026

WORKSAFE ACT OVERVIEW

WorkSafe ACT achieves its objectives to protect workers through a combination of compliance and enforcement, awareness raising, education, inspection and investigation. It is responsible for monitoring and enforcing compliance by duty holders with the *Work Health and Safety Act 2011* (WHS Act) and associated legislation including Workers' Compensation, Dangerous Substances, Labour Hire Licensing and Long Service Leave.

WorkSafe ACT is a fully independent office headed by the Work Health and Safety (WHS) Commissioner, who is the Territory's regulator. A planned program of work is being implemented to improve our operational efficiency and effectiveness. WorkSafe ACT is committed to cultural and organisational change to become a professional, modern, intelligence-led responsive regulator.

The work we do carries with it an obligation to act in the public interest. It requires standards of professional behaviour and conduct from all employees that promote and maintain public confidence and trust in our work. We contribute to the reduction of physical and psychological harm to workers across ACT workplaces.

DIVERSITY STATEMENT

The ACT Public Service (ACTPS) is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, women, people with disability, those from culturally and linguistically diverse backgrounds, veterans and those who identify as LGBTIQA+ are encouraged to apply.

POSITION OVERVIEW

The Strategic HR and Industrial Relations team provides high-level workforce advice and supports managers across the organisation. The team has primary responsibility for delivering customer-centric human resource services, including the development, implementation and administration of HR policies and governance frameworks, and supports organisational change, workforce planning, recruitment and attraction, talent maximisation and retention. It also provides executives with strategic workforce insights, risk analysis and reporting to enable effective decision making.

The team offers guidance on Enterprise Agreements, employment legislation and workplace policies, helping managers navigate conditions of employment, entitlements and complex HR matters. The team also assists with employee relations issues, including performance, conduct and conflict resolution, and promotes a positive workplace culture, wellbeing and engagement.

The Senior HR Business Partner reports to the Assistant Director, Strategic HR and Industrial Relations, and is responsible for managing a broad range of HR and employment support functions across WorkSafe ACT with a particular focus on providing support to managers.



This role provides advice and hands on assistance to senior managers and staff on all aspects of human resources, including onboarding and probation, off boarding, performance management, recruitment, and workforce planning. The Senior HR Business Partner will also play a key role in building organisational capability by mentoring junior HR team members, supporting consistent application of HR policies and processes, and ensuring that key workforce priorities are delivered effectively.

ROLE / RESPONSIBILITIES

Working under limited direction, you will be required to:

- Provide hands on advice and guidance to managers and staff to assist with building their understanding of terms and conditions of employment aligning with the Enterprise Agreements, ACTPS policy framework and relevant legislation
- Contribute to the review, development and implementation of contemporary people policies, procedures and HR governance frameworks that support WorkSafe ACT's business operations and organisational strategic objectives
- Support end-to-end recruitment activities, including advising delegates and panels, resolving issues, liaising with Shared Services and other external stakeholders as needed, and ensuring compliance with the ACTPS merit and equity principles and Conflict of Interest Policy
- Proactively support managers with key HR processes, including probation, performance development, underperformance, conduct and workplace conflict resolution
- Oversee position management including maintaining the position number register, ensuring position descriptions align with Work Level Standards, and coordinating all position management functions of the office
- Manage the performance and development framework including the facilitation of productive and robust conversations between employees and managers
- Analyse HR data and trends to prepare insights, briefings and recommendations that support strategic workforce planning and change management activities
- Supervise and mentor junior HR team members, providing coaching, quality assurance and escalation support for complex enquiries
- Review payroll reports to identify HR or payroll discrepancies, coordinate corrective actions with internal and external stakeholders, and strengthen compliance with HR/payroll procedures, and
- Undertake other duties as directed.

IDEAL CANDIDATE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position:

Professional / Technical Skills and Knowledge

1. Demonstrated ability to interpret and apply complex HR legislation, Enterprise Agreements, workplace policies and employment frameworks
2. Demonstrated strong advisory capability with demonstrated client service skills, including the ability to provide clear, practical and risk-aware guidance to managers and executives on HR and workforce matters



3. Demonstrated high-level attention to detail, initiative and a commitment to continuous improvement in HR service delivery.

Behavioural Capabilities

1. Demonstrated highly developed written and verbal communication skills, with the ability to prepare advice, briefing material and complex correspondence under limited direction.
2. Demonstrated proven ability to build and maintain productive relationships and networks with a wide range of stakeholders, including senior executives and external partners to achieve business outcomes and proactively resolve problems.
3. Demonstrated ability to manage competing priorities, exercise sound judgement and work independently within in a fluid and fast-paced environment.

ESSENTIAL REQUIREMENTS

A Certificate IV, diploma, advanced diploma or degree in Human Resource Management would be highly regarded.

Experience working in a similar HR role would be highly regarded.

HOW TO APPLY

Prepare a two-page response addressing the selection criteria outlined in the Ideal Candidate section above. Please ensure you address the essential requirements.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of the Senior HR Business Partner and indicates how frequently each of these requirements would be performed. Please note that WorkSafe ACT is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Never
STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADOs)	Never
Peaks and troughs	Occasionally
Frequent paid overtime	Never
Rostered shift work	Never
SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally



Working in a call centre environment	Never
Working directly with the public	Never
PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Never
MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Never
TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Never
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never
SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Occasionally
OTHER	FREQUENCY
Uniform required	Occasionally
Personal Protective Equipment (PPE) required	Occasionally

