



The electronic Public Service Gazette (Gazette) contains notification of certain employment decisions required to be gazetted under the *Public Service Act 1999* and subordinate legislation. Notices include vacancies and the outcomes (including staff movements, engagements and promotions).

The Gazette may also contain vacancies available in the Australian Parliamentary Service, including movements made under the *Parliamentary Service Act 1999*. As well, it may contain vacancies available in non-APS Australian Government agencies.

Prime Minister and Cabinet

Vacancy N.N. 10662589

Australian Public Service Commission

Closing date: Sunday, 7 February 2016

Workplace Relations Group

Job Title:	Group Manager
Job Type:	Ongoing, Non-ongoing (Temporary), Full-time
Location:	Phillip - ACT
Classifications:	Senior Executive Service Band 1
Agency Website:	http://www.apsc.gov.au

Job Description [http://apsc.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=D7728DB5%2D737E%2D4121%2D97D2%](http://apsc.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=D7728DB5%2D737E%2D4121%2D97D2%2D)

Duties

Overview of the Commission

The Australian Public Service Commission leads people management attuned to modern workplace conditions in the Australian Public Service (APS). The Commission promotes good practice in managing people, supports leadership, learning and development in the APS, and fosters ethical behaviour and workplaces that value diversity. It is also responsible for policies relating to pay and conditions, classification structures, work-level standards and workplace relations.

Role and Responsibilities of the Commission

The Commission's vision is to create a flexible, efficient and high performing APS that delivers quality outcomes for Government, business and the community.

The statutory responsibilities that support APSC's vision are detailed in the PS Act and include to:

Develop, promote, review and evaluate APS employment policies and practices.

Facilitate continuous improvement in people management throughout the APS.

Contribute to learning and development and career management.

Contribute to and foster leadership in the APS.

Provide advice and assistance on public service matters to entities.

Promote high standards of integrity and conduct in the APS.

Overview of the Position

As Group Manager Workplace Relations, you will lead a Branch which is responsible for developing workplace relations policy for Commonwealth public sector employment.

You will be responsible for:

- working with agencies to implement enterprise bargaining arrangements across the Commonwealth
- Award modernisation in the Commonwealth
- developing specific policies on remuneration and terms and conditions of employment
- providing high level advice and support to the Minister's office and the Commissioner
- engaging with a wide range of stakeholders including unions and State and Territory counterparts.

Relevant Skills and Experience

This is an exciting opportunity requiring capacity for innovation, leading and managing change and shaping new thinking about challenging workforce issues. An accomplished senior executive with a good understanding of contemporary public and private sector employment practices is required. You will also have a proven record of achievement in workforce relations policy, a demonstrated capacity to engage senior stakeholders, sound judgement, intellectual rigour and a commitment to delivering results. Tertiary qualifications will be well regarded.

Eligibility

Citizenship

To be eligible for appointment with the Commission, you must be an Australian citizen or in limited circumstances in the process of obtaining citizenship.

Health Assessment

For all ongoing engagements the successful candidate will be required to undergo a medical examination.

Security Clearance

In addition to a police record check, in some roles, the preferred applicant will be required to successfully undergo the security clearance vetting process at a specified clearance level. The preferred applicant must be willing to disclose all relevant and required information.

Notes

Australian Public Service Gazette
No. PS04 - 28 Jan 2016

Page: 153 of 601

Applications should consist of:

A covering letter detailing relevant skills and experience (max 2 pages)

A curriculum vitae setting out relevant personal particulars, employment history, qualifications and experience.

Non-ongoing opportunity will be offered for a specified term

Consideration will be given to either ongoing employment for a fixed term appointment of up to 5 years.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information see: <http://www.apsc.gov.au/priorities/disability/recruitability> page

To Apply

Position Contact:	Ms Stephanie Foster, (02) 62023504
Agency Recruitment Site:	http://www.apsc.gov.au

This notice is part of the electronic Public Service Gazette PS04 - 28 Jan 2016 Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette.