

# Role Description

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**Title**      **Manager Human Resources**

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**Classification** AO8

## About the Queensland Audit Office

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On behalf of the Auditor-General, we provide insights to over 600 state and local government clients on how to deliver better public services for Queenslanders.

As the state's independent auditor, we are completely unique. We are vital to Queensland's integrity system of government, giving parliament and the public trusted assurance.

Innovation, teamwork and relationships are at the heart of what we do. We use some of the most contemporary practices and tools in today's professional services industry to:

- deliver high quality audit services
- give the public sector insights on their performance, risks and financial management
- report to parliament on the results of our work
- investigate financial waste and mismanagement
- share best practice across our client base and industry.

The public sector operating environment is diverse and constantly evolving, meaning we work throughout Queensland across a wide range of services from health, education, financial services, local government, tourism, justice and many more.

For more information on our role and what we are passionate about, visit [www.qao.qld.gov.au](http://www.qao.qld.gov.au).

## Purpose of the role

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As the Manager Human Resources (HR) you are accountable for managing and delivering the HR operational functions including recruitment and selection, employment conditions, technical HR advice, employee and industrial relations, workforce reporting, case management and workplace health and safety.

The role reports to the Director Human Resources and manages the three person HR team.

## Role responsibilities

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In this role you will:

- manage the HR team to efficiently and effectively deliver quality operational human resources functions and advisory services to ensure ongoing contribution to the strategic and business objectives.



Engage



Respect



Inspire



Deliver

- Provide high level expert support and strategic advice across all aspects of the human resource operational functions to the senior leaders and key stakeholders.
- build strong relationships with internal and external stakeholders, including executive and senior leaders to support business operations and enhance organisational effectiveness.
- develop, maintain and implement policies, procedures and systems to provide sound governance for people management.
- lead and actively support the management of workplace health and safety and the health and wellbeing of employees.
- lead strategic and operational projects to support QAO's workforce priorities.
- identify and mitigate people and workplace health and safety risks.
- promote and model the established QAO core values of: Engage, Respect, Inspire, and Deliver
- take reasonable care for your own and others' health and safety; follow health and safety instructions; and support and cooperate with health and safety systems, policies and procedures.

## Assessment criteria

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Your suitability for the role will be assessed on the following:

- proven experience managing HR operational functions
- proven ability to effectively manage internal and external stakeholder relationships including the ability to adapt communication style to suit the situation, manage competing views and operate with diplomacy and tact to achieve outcomes
- demonstrated leadership capabilities, including the ability to influence outcomes and manage competing priorities
- highly developed analytical and problem-solving skills to resolve new and emerging issues
- ability to work as a subject matter expert whilst managing your small team to deliver outcomes

### Qualifications / Professional registration / Other requirements

- Possession of relevant academic qualifications in human resources or in a related area and or other appropriate qualification from a recognised tertiary institution will be highly regarded.

## Additional information

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- travel may be required as part of the role
- a six month probationary period may apply
- citizenship requirements may apply
- a current criminal history check is required for applicants recommended for appointment
- discipline checking may be undertaken on preferred applicants
- validity of qualifications will be confirmed with issuing institutions
- successful applicants external to the Queensland Public Service must disclose to the Auditor-General within one month of commencing duty, any previous employment as a lobbyist in the previous two years



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- employees are required to complete an independence declaration on appointment and annually thereafter
- employees have an ongoing obligation to advise any interests that may impact their independence or suitability to undertake the duties of the position
- employees of the Queensland Audit Office are required to abide by the Code of Conduct for the Queensland Public Service
- a non-smoking policy applies on Queensland Audit Office premises and in all Queensland Government buildings, offices and motor vehicles
- Queensland Audit Office is committed to building a culture that respects and promotes human rights, inclusion and diversity.

### Privacy notice

The Queensland Audit Office collects your personal information and documents relevant to your employment. The collected information will be managed in accordance with the *Information Privacy Act 2009* and will not be disclosed to a third party without your consent, unless required or authorised by law.



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