



Job Description

Title:	Assistant Director Corporate Services
Classification:	Executive Level 1
Security Clearance:	Baseline
Location:	Canberra

Overview

The Commonwealth Grants Commission (CGC) provides advice to the Australian Government on the distribution of GST revenue to state and territory governments. We are a small independent agency operating under the Commonwealth Grants Commission Act 1973.

The CGC consists of:

- a Commission, which makes decisions about how to measure states' relative fiscal capacities according to the principle of horizontal fiscal equalisation and
- CGC staff, who provide support and advice to the Commission through rigorous research and analysis.

Our workplace is small and friendly, with predictable workflows that support a healthy work-life balance. The CGC's work is a key plank of Australia's federal financial relations, with a direct impact on Australians' wellbeing.

Job Context

The Assistant Director Corporate Services plays a key role in assisting the Director Corporate Services with the management of the Human Resources (HR), Information Communications and Technology (ICT) and Finance functions and delivery of associated activities and outcomes.

The CGC is looking for a motivated and collaborative leader and manager with strong emotional intelligence, highly developed interpersonal skills, and a proven ability to build positive relationships, both internally and externally. You will have experience working in a corporate services environment, ideally as an HR generalist, with an understanding of the challenges and opportunities in a small independent agency.

Job Purpose

This position will require you to:

1. Undertake a broad range of Corporate Services functions, with a specific focus on HR and governance, including change management, recruitment, learning and development, employee relations, work health safety and wellbeing, and HR analytics and systems
2. Lead and manage the development and implementation of best practice Corporate Services policies and services
3. Provide mentoring to junior team members to support career and professional development
4. Lead and manage projects
5. Establish, manage and maintain positive internal and external relationships and
6. Contribute to CGC strategy and culture.

Selection Criteria

The CGC will consider applications based on the [Australian Public Service Integrated Leadership System \(ILS\)](#), your ability to perform the duties of a particular position at the level required, and your potential contribution to the Corporate Services team and more broadly the CGC. A sound understanding of contemporary public sector HR management practice and requirements is preferred.

You'll be required to complete a CGC application coversheet, including contact details for two referees (one must be your current manager/supervisor), and provide a copy of your resume and a pitch of no more than 800 words setting out why you are an outstanding candidate for this role.

Your pitch should include relevant achievements, highlighting the behaviours that have contributed to your success. It should also show us: how you meet ILS criteria at the EL1 level; your capability to perform the duties of this position; and how you would contribute to the culture and performance of the CGC.

Additional Information

This is a Designated Security Assessed Position at Baseline level. The successful applicant must be an Australian citizen capable of obtaining and maintaining a security clearance at this level.

Qualifications

Tertiary qualifications in HR or related field and/or equivalent work experience (highly desirable).
Microsoft Office suite – Word, Excel, PowerPoint etc. (highly desirable).
Microsoft Teams (desirable).