



Job Description Form

Our Purpose

To provide safe, customer-focused, integrated and efficient transport services.

Position Title
Senior HR Officer

Level
4

Position Number
33313
(Nominated)

Division/Directorate
People and Organisational Development

Branch/Section
Human Resource Consultancy

Effective Date
May 2026

Health Task Risk Assessment Category
5

Reporting relationships

Superordinate: Principal HR Consultant, Level 6

Subordinates: No Direct Reports

Key role of this position

The Senior HR Officer provides a customer and solutions focused human resources people advisory service to people managers and employees across the Public Transport Authority (PTA). The role will support alignment of internal culture to vision and core values, whilst building capability within the organisation based on the PTA values, policies and relevant standards and legislation.

Core duties and responsibilities

- Provides a contemporary approach to the delivery of an advisory service on a range of human resource management matters including:
 - Conditions of employment, including interpretation of agreements, public sector standards, policies and relevant legislation.
 - Recruitment, selection, attraction, and retention
 - Performance and probation management
 - Equity and diversity
 - Classification assessments
 - Redeployment case management
- Participates in workgroups, committees and other forums as required.
- Supports and contributes towards business improvement opportunities to improve the effectiveness, efficiency and relevance of human resource services, systems and processes.
- Proactively develops and maintains constructive working relationships with internal and external stakeholders, engaging in two-way communication and responding appropriately to their needs to foster trust, respect and build strong partnerships.
- Maintains awareness of contemporary human resource management to support self-development as well as continuous improvement of processes and practices.
- Supports internal reviews of suspected breaches of the Public Sector Standards relating to human resource management.
- Assist with the development, implementation, monitoring and review of human resource policies, procedures and practices.

- Actively supports and assists the Principal HR Consultant in the delivery of customer focussed human resource services to employees across the PTA.
- Demonstrates and leads ethical behaviour in accordance with relevant standards, PTA values, policies and relevant legislation.

Other

- Supports teamwork and provides advice and support across the HR Services Branch.
- Undertakes rotational opportunities for multi-skilling and assisting the Branch for backfilling requirements as needed.
- Other duties as required.

SELECTION CRITERIA

1. Core Competencies

- Sound human resource management expertise, including:
 - Demonstrated experience in generalist human resource management related to the core duties and responsibilities.
 - Demonstrated ability to contribute towards project and business improvement activities.
 - Sound understanding of contemporary human resource issues and trends, preferably with a knowledge of human resource management practices, policies, standards, and legislation relevant to a large complex organisation.
 - Demonstrated commitment to achieving a high level of client service, the highest standards of integrity and uphold the PTA values.

2. Communication and Interpersonal

- Well-developed interpersonal and communication skills (written, verbal) including the ability to:
 - work effectively and collaboratively both autonomously and within a team environment to achieve outcomes.
 - Develop and maintain positive relationships with staff and stakeholders at all levels
 - Prepare reports and develop and deliver presentations.

3. Conceptual, Analytical and Problem Solving

- Well-developed research, analytical and problem-solving skills including the ability to use initiative.

4. Organisational

- Demonstrated ability to plan, prioritise and manage a workload and other assignments effectively with minimal supervision

5. Special Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance certificate, dated 3 months or less from the date of application for the position.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Managing Director / Executive Director / General Manager

.....
Signature

.....
Date

Employee

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the PTA's Code of Conduct and the PTA's Values.

.....
Signature

.....
Date

