

Position Title	Principal HR Advisor		
Classification	AO7	Location	Brisbane CBD
Role Type	Temporary, Flexible-Full Time	Hours of work	36.25 hours per week

## About the role

As the Principal HR Advisor you will manage a range of HR functions, projects and activities and provide expert advice and support to the QAO executive management group, managers and employees on HR related matters.

The role reports to the Director Human Resources and manages two team members.

## Role responsibilities

In the role of Principal HR Advisor you will:

- lead, manage and implement a range of HR functions and projects that include recruitment and selection, employee and industrial relations, diversity, equity and inclusion, workforce planning and reporting, case management, wellbeing and workplace health and safety
- coordinate, review and undertake a range of HR functions and initiatives and identify improvements to support QAO's strategic direction and business requirements
- provide expert advice on the application and interpretation of relevant legislation, guidelines, policies and procedures
- advise and coach staff at varying levels across QAO to strengthen and enhance management capabilities in areas of performance and workforce management.
- develop and maintain strong relationships and partnerships with stakeholders, other agencies and industry bodies to influence and actively support the continual improvement of services and advice.
- contribute to the development and review of HR policies, processes and procedures to ensure compliance with relevant legislation.
- prepare business cases and reports on HR deliverables and issues ensuring key stakeholders are consulted.
- manage the provision of HR administrative support services and the availability of accurate reference information for employees and managers.
- 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

For roles within the Queensland Audit Office, assessment is based on the eligible person that is best suited to the position. We will look at your ability to perform the requirements of the role, including the extent to which you have the abilities, aptitude, skills, qualifications, knowledge, experience and personal qualities relevant to the carrying out of the duties of the position. The ideal applicant for this role will be someone who can demonstrate the following **key attributes** as they apply to the technical responsibilities for the role.



Engage



Respect



Inspire



Deliver

You will be assessed on the following:

- demonstrated experience managing HR operational functions including the ability to influence outcomes and manage competing priorities
- 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 application of HR knowledge and experience
- 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

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Possession of a relevant tertiary qualification in human resources, occupational health and safety or in a related area is highly regarded.

## Benefits and conditions

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- QAO supports work-life balance with flexible working options, competitive salary and benefits (including 12.75 per cent employer superannuation contributions), generous leave entitlements, career progression opportunities and the chance to make a difference to the people and communities of Queensland.
- QAO employees are employed under the *Auditor-General Act 2009*. Minimum employment conditions are set out in the *Queensland Public Service Officers and Other Employees Award – State 2015* and *State Government Entities Certified Agreement 2023 (Core Agreement)*.
- For a full list of benefits, please see our website here: [Careers FAQs](#).

## Pre employment checks

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- A current criminal history check is required for applicants recommended for appointment.
- Validity of qualifications will be confirmed with issuing institutions.
- Discipline checking may be undertaken on preferred applicants.
- To be an eligible employee, you must be an Australian citizen, have permanent residency status or a visa permitting you to work in Australia. If you are not an Australian citizen you will need to provide evidence of your residency status or visa, with your right to work (including any conditions / restrictions) prior to engagement. You are required to notify QAO if your right to work in Australia ceases.
- Reference checking will be undertaken prior to any offer of employment.

## Additional information

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- QAO is committed to building a culture that respects and promotes human rights, inclusion and diversity.
- QAO supports a safe healthy working environment and we encourage applications from people with disability. Please contact [recruitment@qao.qld.gov.au](mailto:recruitment@qao.qld.gov.au) if you require any support or reasonable adjustments during the application or recruitment process as QAO are committed to providing a positive and equitable process.
- Recruitment processes may be used to fill future vacancies for same or similar positions.



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- Travel will be required as part of this role and will generally involve overnight stays.
- A 6-month probationary period may apply.
- Within one month of commencing employment, the successful applicant is required to disclose any employment as a lobbyist in the preceding 2 years.
- Applicants who have accepted a voluntary medical or early retirement, redundancy or retrenchment from the Queensland Government are required to state this in their application.
- Employees are required to complete an independence declaration on appointment and annually thereafter and have an ongoing obligation to advise any interests that may impact their independence or suitability to undertake the duties of the position.
- Employees 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.

### 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.

## About the Queensland Audit Office

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### Our values and purpose

Our culture is underpinned by four core values which inform how we work with our clients and each other.



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.



## Our workforce

Our people are our most valuable resource and are proud to be part of our diverse, inclusive, and healthy workplace. Our people are key to achieving our vision of better public services and they are dedicated, engaged and highly skilled.

Our workforce is a mix of around 190 employees who are audit professionals, specialists and support team members. We also engage audit service providers to conduct some of our work, and they are an integral part of our business. We are proud to celebrate our diverse backgrounds.

QAO's Executive Management Group has shared responsibility for audit excellence, innovation and operational performance. Our operating model enables us to deliver our services as one team, with our Assistant Auditors-General overseeing our client services, quality and people. Our client and audit engagement is led by our Senior Directors.

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



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