



Australian Government

Tertiary Education Quality and Standards Agency

Candidate information pack

Assistant Director, People and Capability



TEQSA

CANDIDATE INFORMATION PACK

Position Number:	TBA
Position Title:	Assistant Director, People and Capability
Group / Team:	Operations and Regulatory Support / People and Capability
Employment Type:	Non-ongoing, full-time
Classification:	Executive Level 1 (EL1)
Salary Range:	\$124,681 to \$137,803 per annum plus 15.4% superannuation
Location:	Melbourne or Canberra – other locations may be considered. Hybrid and flexible work options are available.
Reporting to:	Director, People and Capability
Agency Employment Act:	<i>Public Service Act 1999</i>
Contact person	Cathy Daly, Director, People and Capability 03 8306 2480 or recruitment@teqsa.gov.au

About us

The Tertiary Education Quality and Standards Agency (TEQSA) is Australia's independent national quality assurance and regulatory agency for higher education. TEQSA protects the interests of students and the reputation and standing of Australian higher education.

As an independent quality assurance and regulatory agency, TEQSA adopts a risk-based approach that is guided by the principles of necessity, risk, and proportionality, and which supports quality, diversity, innovation, and excellence in higher education.

TEQSA has three strategic objectives in delivering its purpose:

1. Promote and support good practice and effective self-assurance across the sector.
2. Identify, analyse, and respond to risks to the sector.
3. Ensure compliance with applicable legislation through effective and efficient regulation.

Our culture

Our organisational culture reflects our *Culture Plan 2023* and the core values and behaviours that guide how we approach our work and interact with each other.

The core values by which we operate include:

- **Trust** – We have confidence in each other to do our best. We encourage open and honest conversations that focus on the issue, not the person. We promote a supportive and safe workplace environment.
- **Respect** – We approach every situation with kindness, compassion, and an open mindset. We value people, the range of views and experience they bring, and the work they undertake.
- **Accountability** – We hold ourselves and each other accountable for our actions, how we

work together, and the quality of what we deliver. We gather feedback, reflect, and act on opportunities for improvement.

- **Collaboration** – We draw on our collective strength by encouraging each other to contribute to the achievement of shared objectives. We provide context and information to help others succeed.

At TEQSA, we are building a working environment that aligns with our cultural values and cultivates a rewarding, stimulating, and engaging workplace. If our organisational culture resonates with you, we want to hear from you.

How we value our employees

TEQSA is committed to investing in its people. So, what's on offer for you?

- **A full-time role in a for-purpose organisation** that protects the interests of students and the reputation and standing of Australian higher education.
- **Flexible working arrangements**, including working from home to balance work and personal life.
- **Conveniently located spacious office** close to public transport in the heart of Melbourne CBD or in the Parliamentary Triangle Canberra.
- **Generous leave entitlements**, including study leave to support your professional development, personal leave, and paid time off over Christmas!
- **Competitive superannuation at 15.4%** and remuneration.
- **Professional development that is supported and encouraged** so your career continues to grow as you enhance your technical and leadership skills and capabilities and build a career at TEQSA.
- **Free Employee Assistance Program for you and your immediate family members.** Our external partner is a leading provider of wellbeing and mental health support services.
- **Workplace diversity and inclusion.** TEQSA welcomes people with diverse skills, experiences, perspectives, and backgrounds. TEQSA encourages applications from Aboriginal and Torres Strait Islander People, people with disabilities, people that identify as LGBTQIA+, and people from culturally and linguistically diverse backgrounds.

About the position

Reporting to the Director, People and Capability, the Assistant Director, People and Capability, will provide high level strategic and operational advice on complex and high-risk employee matters including performance management, conduct and workplace behaviour matters, case management and capability development. The Assistant Director will exercise initiative and sound judgement to resolve complex and sensitive matters and will guide people leaders on a broad range of people matters.

The Assistant Director will lead and implement strategic People and Capability projects and initiatives and will maintain an in-depth knowledge of relevant legislation, policy, procedures and guidelines.

Duties

As Assistant Director, People and Capability, you will be responsible and accountable for:

- Leading a small People and Capability team to deliver a broad range of services, including interpretation of relevant policy and legislation and support to the business areas, people leaders and employees within TEQSA.
- Contributing to preparation of People and Capability regular and ad hoc reporting and workforce data requests.
- Developing business cases, writing proposals and relevant project management reports and documentation as required.
- Working closely with senior management and all business areas to deliver positive outcomes in recruitment and retention, induction, learning and development, performance management, remuneration and rewards, and workplace health and safety, including compensation and rehabilitation matters.
- Contribute to the Enterprise Agreement bargaining process.
- Managing the preparation of internal and external briefings and correspondence.

Our ideal candidate

TEQSA is looking for high-performing and agile team members who are committed to TEQSA's role in assuring the quality and integrity of Australian higher education and protecting students' interests. Our **ideal candidate** will have:

1. **Demonstrated leadership and people management capability**, including setting priorities, managing workflow and performance, building team capability, supporting continuous improvement and ensuring high-quality and timely outcomes.
2. **Demonstrated experience leading HR functions** including employee relations matters, enterprise-wide workforce performance and capability building initiatives.
3. **Demonstrated experience** providing risk informed, expert and sound policy and procedural interpretation and advice on complex and sensitive matters including enterprise agreement and other relevant HR legislation, policies and programs.
4. **Demonstrated ability to build and maintain productive, trusted relationships** with senior leaders and key internal and external stakeholders, and the ability to influence and negotiate outcomes.
5. **Demonstrated experience** leading the design, development and delivery of relevant People and Capability strategic and operational projects and initiatives aimed at enhancing workforce performance, organisational capability, employee engagement and agency culture.

Qualifications and experience

- Tertiary qualifications in Human Resource Management or a related discipline is desirable.
- Relevant practical experience in the Australian Public Service (APS) will be advantageous but not essential.

How to apply

Your application must include the following items:

- [TEQSA Job Application Cover Sheet](#)
- A current resume (maximum two pages)
- A two-page cover letter (pitch) (maximum 1000 words) detailing how your skills and experience address the 'our ideal candidate' section (i.e., what makes you the best candidate for the position), and the value you can add to TEQSA.

Once prepared, please submit your completed application to recruitment@teqsa.gov.au.

Handy hints

- ✓ Your pitch should be succinct and showcase your skills, knowledge, experience, and qualifications.
- ✓ For assistance with preparing your response, you may wish to refer to [Australian Public Service Work Level Standards](#) relevant to the Executive Level 1 (EL1) classification level and [Cracking the Code](#).

Eligibility

The successful applicant must:

- be an Australian citizen
- be able to complete a satisfactory National Police Check
- be able to obtain and maintain an [Australian Government Security Vetting Agency \(AGSVA\)](#) clearance to Baseline status, supported by TEQSA, which must be maintained throughout the period of employment.

Failure to satisfy any of the above conditions may result in the withdrawal of an offer of employment or termination of employment.

Additional information

- This recruitment process is being conducted to fill a non-ongoing vacancy.
- A merit pool of suitable applicants will be created from this process and may be used to fill similar ongoing and non-ongoing vacancies. It is active for 18 months from the date of this advertisement.
- Before commencing in the role, the successful candidate will be required to disclose details of any material personal interests in connection with their employment at TEQSA via a Declaration of Interest form and seek approval to undertake any outside employment (paid or unpaid) via an Outside Employment application.
- For further information on this role, please contact Cathy Daly on 03 8306 2480 or email recruitment@teqsa.gov.au

The image features a diagonal split background with orange in the top right and dark blue in the bottom left. The text 'TEQSA' is in a large, bold, white sans-serif font, with 'teqsa.gov.au' in a smaller, white sans-serif font directly below it.

TEQSA
teqsa.gov.au