Parliamentary Workplace Support Service

Corporate Branch

Enabling Services HR Advisor – APS 5

Temporary opportunity for Commonwealth employees

VACANCY DETAILS	
Job reference	26-14
Position number	141206
Position title	Enabling Services HR Advisor
Classification	APS 5
Branch	Corporate Branch
Team	Enabling Services
Location	Canberra
Salary range	$92,127 – $103,372 per annum + 15.4% employer super contribution
Security clearance	*The successful candidate must be able to obtain and maintain a Baseline security clearance or hold a current security clearance of an appropriate level.*
Contact officer	Justine Rathmell – Justine.rathmell@pwss.gov.au, 02 6277 9929
Vacancy closing	Wednesday, 9 December 2026 at 11:30PM AEST

About the Parliamentary Workplace Support Service

The Parliamentary Workplace Support Service (PWSS) is a team of trusted advisors helping to build and maintain a safe, respectful, and inclusive parliamentary workplace through human resources advice, training and professional development, work, health and safety advice and trauma-informed complaint resolution and counselling.

Our terms and conditions of employment are governed by the Public Service (Terms and Conditions of Employment) (Parliamentary Workplace Support Service) Determination 2024 (the Determination). This Determination applies the terms and conditions of the *Department of Finance Enterprise Agreement 2024-2027* (Finance EA).

More information about the PWSS is available on our website.

Our People and Culture

The PWSS is a friendly and inclusive workplace. We are outcomes focused and promote the APS Values and collaboration with our colleagues across Commonwealth Parliamentary Workplaces (CPWs) and the APS.

We value and champion the experiences, skills and perspectives of all employees. At the PWSS we support flexible work, including job-share, and encourage applicants from diverse backgrounds, cultures, and those with caring and parenting responsibilities to apply so we better represent the community that we serve.

We aim to increase our representation of Indigenous Australians and people with disability by having accessible processes, policies and practices, as well as utilising affirmative measures and the RecruitAbility scheme.

Ways of working

To achieve our purpose and vision, we recognise that our approach to our work is as important as what we do:

- **Professionalism and Integrity:** We uphold APS values by demonstrating ethical leadership, maintaining independence, and ensuring trust and confidentiality in all interactions.
- **Collaboration and Tailored Solutions:** We work together with colleagues and clients to deliver customised, purpose-driven solutions that address unique needs while fostering open communication and diverse perspectives.
- **Continuous Improvement and Wellbeing:** We are committed to continuous learning, adapting to change, and prioritising the wellbeing of all stakeholders, driving better outcomes through feedback and a culture of accountability.

What we offer

- **Competitive Remuneration:** Begin your journey with remuneration that reflects your skills and experience, setting the stage for a prosperous career.
- **Supportive Team Culture:** Join a team where collaboration is key, and support is always at hand. We are committed to creating an environment where you can thrive.
- **Inclusive Workplace:** At PWSS we celebrate diversity. Your unique background, skills, and perspectives are not just welcomed but essential to our collective success.
- **Personal Development:** Take advantage of our career development opportunities, tailored to help you grow and excel in your career. These are designed to meet the professional needs of both the agency and the individual. We invest in your future because your success if our success.
- **Flexibility:** We understand the importance of work-life balance, offering flexible working arrangements to support your needs.

- **Exceptional Facilities:** Working at Australian Parliament House comes with benefits, including free undercover parking, access to an onsite gym, pool, Westpac bank, post office, physiotherapist, health and wellness centre, multiple cafes and more.

About the branch

The Corporate Branch is responsible for the corporate functions of the Agency including financial management, legal advice, human resources (HR), ICT, security, property and facilities. The branch works closely with internal stakeholders and shared service providers to ensure the agency operates effectively, remains compliant with legislative and policy obligations, and is equipped to support the evolving needs of PWSS.

About the team

The Enabling Services team plays a critical role in ensuring PWSS operates safely, securely and efficiently. The team is responsible for managing the agency's HR, ICT, security, property, records management and shared service arrangements, while supporting compliance with whole-of-government requirements.

What you'll gain from the experience

This opportunity offers you a chance to broaden your HR experience in a small, agile and collaborative team. You will work closely with the team across a diverse range of HR matters, strengthening your skill in HR advice and recruitment. With exposure to both day-to-day operations and strategic workforce initiatives, you will have the opportunity to contribute to meaningful outcomes while building your confidence and capability across all HR matters.

What you'll do

The Enabling Services (HR) team is seeking a highly motivated APS 5 professional to support the delivery of a broad range of HR functions and services. In this role, you will provide day-to-day HR administrative and operational support across recruitment, payroll, HR records and systems, employee conditions and general HR enquiries.

To be successful in this role, you will be highly organised, detail orientated and committed to delivering responsive, people-focused services. You will demonstrate sound judgement, strong administrative skills, the ability to manage competing priorities, and a flexible approach to working in a dynamic environment.

Key responsibilities:

- Manage the HR group mailbox, responding to enquiries, escalating matters as required.
- Coordinate recruitment activities, including advertising vacancies and supporting selection panels through all stages of recruitment to ensure timely, compliant and effective outcomes.
- Maintain HR records, registers and information systems, and ensure that data is accurate, and compliant with the PWSS requirements.
- Provide timely and accurate advice on the full HR suite, including employee conditions, policies and procedures.
- Contribute to the continuous improvements of HR processes, system and administrative practices.
- Coordinate payroll processing activities with the shared service provider, ensuring accurate and timely submission of payroll documentation and employee transactions.
- Undertake a range of administrative activities to support the effective delivery of HR services.
- Undertake additional duties and contribute to projects and initiatives as required to support the effective delivery of HR services and agency priorities.

Desirable skills, experience & qualifications

Candidates with the following skills and experience will be highly regarded:

- strong administrative skills and attention to detail
- strong verbal and written communication skills
- experience with a Human Resource Management System (desirable)

How to apply

If this opportunity sounds like it is right for you, then we invite you to apply:

Please email the PWSSCorporate@PWSS.gov.au with the following:

- your pitch, no more than 500 words;
- a current CV, with a maximum of three pages;
- Details of two referees, one being the most recent manager or supervisor.

Application pitch

Your pitch is your opportunity to tell us why you are the right candidate for the role, why you want to work for us, and what you can contribute.

When planning your pitch, you should take into consideration the role, key duties and attributes reflected in the 'About the role', 'Our Ideal Candidate' and 'Desirable skills, experience and qualifications sections, and capabilities required in alignment with the Work Level Standards and Integrated Leadership System (ILS) profile.

Your pitch should be written in an easy-to-read font and simple, consistent format. Build on information found in your resume by highlighting specific examples or achievements that will demonstrate your ability to perform the role.

Candidate use of AI

Please note that new APS-wide principles for AI in recruitment are in effect. The principles set the standard for the responsible and transparent use of AI in recruitment by agencies and candidates. Access the principles on the APSC website.

Privacy

The PWSS recognises and respects your privacy. Information supplied for this selection process will be handled in accordance with the Agency's Recruitment Collection Notice.

Who to contact

For more information about the role, please contact Justine Rathmell at justine.rathmell@pwss.gov.au.