



HIGH COURT OF AUSTRALIA



Vacancy Information Kit

Position details

Position number	361
Position title	Senior Human Resources Advisor
Classification	High Court Employee EL 2 (\$147,297 — \$166,496)
Location	Canberra ACT
Working arrangements	Full Time, Ongoing
Eligibility	Employees of the High Court are required to be Australian citizens.
Contact officer	Patricia O'Farrell Tel: 02 6270 6983
Closing date	Wednesday, 24 September 2025, 1159pm AEDT

About the High Court of Australia

The High Court of Australia (the Court) is the highest court in the Australian judicial system. It was established in 1901 by section 71 of the Constitution.

The seat of the Court is in Canberra, where it is located in its own building within the National Triangle. The Court also has locations in Brisbane, Sydney, and Melbourne, as well as sitting on circuit around Australia as required.

Opened in 1980, the High Court building is one of Australia's National Buildings, and was heritage listed in 2007.

The Court has approximately 75 full-time equivalent (FTE) employees supporting the Chief Justice and Justices, most of whom are in Canberra.

As an employee of the Court, you will:

- work in a high-performing, inclusive and collaborative work environment
- receive a generous salary and work conditions
- have access to flexible working arrangements.

Branch overview

The Corporate Services Branch provides a high standard of support and guidance to the Court on general day-to-day requirements. This includes Human Resources, Finance, Records Management, Risk and Governance, Information and Communication Technology (ICT), Security and Building Operations functions which support the operation of the Court.

Each of these key supporting areas of the Court play a pivotal role, ensuring all employees of the Court can successfully undertake the duties of their role within a safe, secure and suitable environment.

The Team

The Human Resources (HR) Team, led by the Senior Human Resources Advisor, partners with senior managers, staff, and external stakeholders to provide both operational and strategic HR services across a wide range of areas, including:

- Employment law and compliance
- Workforce planning and capability development
- Policy and procedure development
- Organisational change management
- Staff appraisal and performance management
- Learning and development
- Recruitment and onboarding
- Payroll and workforce administration

What you need to be successful

The Senior Human Resources Advisor reports directly to the Manager Corporate Services to deliver both operational HR services and strategic workforce initiatives.

This role requires a proactive, hands-on leader who can balance strategic advice with day-to-day HR management. The position will drive organisational improvement through contemporary HR practices, foster capability across the Court, and provide trusted advice and support to Justices, senior executives and staff.

The Senior Human Resources Advisor is responsible for providing high-quality HR services and leading strategic initiatives that enhance organisational performance. Key responsibilities include:

- Leading a small team to deliver expert advice on HR policy, legislation, systems, and procedures, ensuring compliance and transparency across all HR processes.

- Providing complex advice and support on employee relations, performance management, WHS, learning and development, recruitment, talent management, and conditions of employment.
- Managing and streamlining the full HR employment cycle.
- Overseeing the Work Health & Safety (WHS) function and promoting a strong safety culture.
- Managing the Payroll function with a focus on accuracy, compliance, and efficiency.
- Building close working relationships with Associates and supporting their HR needs.
- Supporting and mentoring senior managers to embed better practice HR and build workforce capability.
- Developing and implementing the Court's Workforce Planning Strategy.
- Driving organisational change through contemporary HR policies, processes, and frameworks.
- Designing and overseeing the Court's corporate training and development program.
- Representing the Court at tribunals, forums, conferences, and meetings with government and private sector stakeholders.

Are you eligible to apply?

To be eligible for employment at the Court candidates must be Australian citizens.

Candidates offered employment will be required to successfully undergo a police record check. The successful candidate will be required to submit a pre-employment medical declaration. Candidates must be willing to disclose all relevant and required information.

Successful applicants engaged by the Court will be subject to a probation period.

What does the selection process look like?

The Court uses a range of assessment processes to assist us in selecting suitably qualified and experienced applicants. We uphold the Merit Principle, with our process designed to select the best person for the role.

What are the steps?

Apply	Complete and submit your application — see below (max. 750 words), and a résumé of no more than two pages.
Shortlist	Applicants for this process will be assessed on their written application against the selection criteria.
Interview	Shortlisted applicants will be invited to attend an interview. Interviews may be held in person, or by telephone or video.
Work Sample Test	Applicants may be asked to complete a work sample test either in person or remotely.
Referees	Referees may be contacted for further assessment of suitability. Applicants should choose referees who can comment effectively and accurately on their current skills and abilities, experience and work performance that is relevant to the duties of the position.

Process Complete

After the Chief Executive and Principal Registrar (CE&PR) has approved the process, a merit pool may be established. All candidates will be notified of the outcome and will be provided with an opportunity for feedback.

What we need from you

Applications must be addressed to the contact officer, [Patricia O'Farrell](#) and forwarded to the [HR Officer](#) by the closing date.

As part of your application, you will need to provide:

- an application cover sheet
- your current résumé
- a maximum 750 words pitch against the selection criteria, including relevant examples
- the names and contact details of two referees, one of whom should be a current supervisor.

If you have any questions regarding the recruitment process or require any reasonable adjustments, please email the [HR Officer](#) or telephone (02) 6270 6952.

Applications close **Wednesday, 24 September 2025, 1159pm AEDT.**

Please note that late applications will not be accepted.

Selection criteria

The selection criteria reflect the knowledge, experience, core skills and personal qualities required for the role:

1. Proven leadership in human resources management, with demonstrated experience leading and developing HR teams, driving strategic initiatives, and delivering effective HR services within a sensitive and complex environment.
2. Extensive expertise in employee relations, including the ability to interpret and apply employment legislation, provide authoritative advice on complex employee relations issues, manage performance and conduct matters, and foster a positive and compliant workplace culture.
3. Demonstrated capacity to manage the full employment lifecycle, including workforce planning, recruitment, payroll, learning and development, and work health and safety, with a track record of implementing improvements and ensuring compliance with relevant legislation and frameworks.
4. Highly developed communication, negotiation, and influencing skills, with the ability to engage effectively with staff at all levels, senior executives, and external stakeholders, providing clear, persuasive, and outcome-focused advice.
5. Ability to build and maintain strong working relationships with Associates, providing regular check-ins, guidance, and support, ensuring early resolution of issues, and a supportive workplace environment.
6. Demonstrated ability to build a culture of continuous improvement, partnering with leaders to enhance capability, manage change, and strengthen HR policies, processes, and governance.

Qualifications and experience

Mandatory

The ability to obtain and maintain a Baseline security clearance

Desirable

Experience working in a court environment is desirable, but not essential.

Preparing your statement of claims

Your statement should be succinct and showcase your skills, knowledge, experience and qualifications.

Try not to duplicate information that can be found in your résumé, however you should highlight:

- how your experience, abilities, knowledge and personal qualities would enable you to perform the duties and meet the technical and behavioural capabilities of the role
- any specific examples or achievements that demonstrate your ability to perform the role
- how you meet the eligibility requirements and qualifications for the position.

Offers and merit pool

At the end of the recruitment process a merit pool may be created. Candidates who are found suitable will be advised that they have been placed in the merit pool, noting that this is not an offer of employment.

The merit pool is valid for 18 months from the date the process is advertised and may be used throughout the year to fill similar positions in the event positions become vacant.

How we will communicate with you

Please ensure that the contact information you supply is up to date. Your email address will be our primary point of contact during the application process.

Please contact the [HR Officer](#) if at any stage you are no longer available to be considered for this role.

Application Cover Sheet

Position Title

Senior Human Resources Advisor

Position Classification

High Court Employee EL2

Personal Details

Given Names

Surname

Address

Contact No

Email

Are you an Australian citizen?

Are you currently a Commonwealth,
APS or State government employee?

Department name

AGS No

Substantive level

Ongoing /non-ongoing

Have you received a redundancy from a
Commonwealth, APS or state
government employer in the last 12
months?

Referee Details

Referee No 1 - Name

Title / Organisation

Contact No

Email

Referee No 2 - Name

Title/Organisation

Contact No

Email

How did you hear about this vacancy?