



POSITION DESCRIPTION

Senior HR Business Partner



About the Role

Classification	APS Level 6	Job Reference	CA2526-007
Branch	Corporate Operations	Section	HR & Corporate Services
Location	Sydney or Canberra	Employment Type	Ongoing / non-ongoing Full-time / part-time
Reports to	Assistant Director	Agency Information	www.canceraustralia.gov.au
Salary	\$96,211 to \$108,543 p.a. (plus 15.4% employer superannuation)		
Closing Date	Sunday, 11 January 2026		
Eligibility Requirements	<p>Must be an Australian Citizen. The successful candidate will be required to undergo pre-employment checks and may be required to obtain/maintain a Baseline security clearance (minimum requirement depending on role)</p>		
Qualifications	<p>Qualification in HR or relevant discipline or equivalent experience; Significant knowledge and experience of working with the APS's management frameworks in a HR or related capacity (previous experience, at level, is highly desirable); Demonstrated experience providing high-level advice on industrial relations and HR policy matters; Exceptional communication skills, in particular, the ability to respond sensitively to complex matters and ensure attention to detail in written communication.</p>		
How to Apply	<p>Write a one-page pitch and tell us why you are the right person for the job. We want to know why you are interested in the role, what you can bring to Cancer Australia, and how your skills, knowledge, experience and qualifications are applicable to the role. In a nutshell – why should we hire you? (maximum words 1000) Your application must include an Application Cover Form, written pitch and your resume. Please refer to the job vacancy page on our website for the template Completed applications should be emailed to: recruitment@canceraustralia.gov.au</p>		

About Cancer Australia

As the Australian Government's national cancer control agency, Cancer Australia aims to reduce the impact of all cancers and improve outcomes and experiences for all people affected by cancer.

The *Cancer Australia Act 2006* established Cancer Australia to provide leadership and vision, support to consumers and health professionals, and make recommendations to the government about cancer policy and priorities.

The agency is subject to the *Public Service Act 1999*, *Auditor General Act 1997* and is a non-corporate Commonwealth entity under the *Public Governance, Performance and Accountability Act 2013* and is part of the Health and Aged Care Portfolio.

How we operate

Cancer Australia works collaboratively across the entire cancer control system with Australians affected by cancer, health professionals, researchers, policy makers and service providers. The agency is a respected thought leader in the sector and is uniquely positioned to provide robust, world-leading advice to the Australian Government on cancer policy priorities.

Cancer Australia works closely with Aboriginal and Torres Strait Islander people to integrate First Nations' perspectives and co-design improved cancer experiences and outcomes for Aboriginal and Torres Strait Islander people. It fulfills its statutory obligations to fund cancer research by building research capability and addressing emerging priorities for cancer research. It also lends expertise to inform international cancer control.

Cancer Australia provides evidence-based cancer information to cancer consumers, health professionals and the community. Cancer Australia uses its position as a trusted collaborator to facilitate a unity of purpose across the sector in setting priorities for cancer control both in Australia and internationally.

The agency leverages its stakeholder relationships to cost-effectively harness the most eminent advice on any cancer issue at short notice.

Suitable candidates may be placed in a merit pool from this selection process, and the pool may be used to fill similar roles. Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.

Duties and Tasks

The Senior HR Business Partner is responsible for many aspects of human resource management at Cancer Australia. The position will be responsible for providing HR- related advice and information to management and other employees, and effective management of a range of HR functions such as recruitment, performance development and HR case management.

The position requires a range of HR skills, knowledge and experience, including the ability to provide advice consistent with best practice principles and standards. This position will require a solid understanding of the APS HR framework. This is a position requiring strong interpersonal skills; the ability to work independently as well as part of a team; and the capacity to be responsive, discreet and flexible in dealing with complex and/or sensitive issues. The Senior HR Business Partner reports to the Assistant Director, HR and Corporate Services.

As part of the Senior HR Business Partner role, accountabilities may include:

- ▶ Manage and coordinate recruitment, selection and induction processes including the review of employment contracts;
- ▶ Manage outsourced payroll services with Aurion Corporate, ensuring accuracy, compliance, and timely processing of employee entitlements.
- ▶ Manage internal HR processes in accordance with Cancer Australia's Enterprise Agreement and HR policies and procedures;
- ▶ Assist in the development, implementation and review of HR strategy, policies and

procedures including recruitment, performance development, change management and employee relations;

- ▶ Partner with branches and business units, including provision of general HR advice and responses to queries regarding the application of HR policies and procedures.
- ▶ Provide advice, documentation, and support for complex or sensitive performance case management matters.
- ▶ Actively manage work health and safety.
- ▶ Providing guidance and support to team members.

The Person

To be successful in this role, candidates must be able to demonstrate the following APS capabilities:

1. Supports strategic thinking

- ▶ Monitors the corporate priorities and the business context of the organisation; keeps self and others well informed on issues that may affect work progress.
- ▶ Identifies issues and problems and works to resolve them; identifies risks and uncertainties and takes account of these in planning and priority setting.

2. Achieves results

- ▶ Demonstrates flexibility and copes effectively with day-to-day work changes, shifting priorities and periods of uncertainty.
- ▶ Shares appropriate information with colleagues during times of change; assesses impact of change and encourages cooperation in coping with change.

3. Supports productive working relationships

- ▶ Builds and sustains relationships; liaises with a range of stakeholders including team members, other teams, colleagues and clients.
- ▶ Is responsive to changes in client and stakeholder needs; provides courteous, prompt and professional service to clients.
- ▶ Operates as an effective member of the team; works collaboratively; draws on team strengths.
- ▶ Consults and shares information with own team and seeks input from others; ensures people are kept informed of progress and issues.

4. Displays personal drive and integrity

- ▶ Treats people fairly and equitably and is transparent in dealings with them.
- ▶ Makes decisions for the corporate good without favouritism or bias; places the aims of the organisation above personal ambitions.
- ▶ Maintains effective performance levels even in challenging, uncertain or

difficult circumstances

- ▶ Stays calm under pressure; does not react personally to criticism.

5. Communicates with influence

- ▶ Structures messages clearly and succinctly, both orally and in writing
- ▶ Focuses on gaining a clear understanding of others' comments by listening, asking clarifying questions and reflecting back; checks to ensure their own views have been understood.

These capabilities are defined and illustrated in the APS6 Capability Profile: [ILS APS6 Profile](#)