

Human Resources Development Manager – Dili – May 2021

AGENCY	Australian Federal Police
POSITION NUMBER	DL4015
POSITION TITLE	Human Resources Development Manager
CLASSIFICATION	LE5
SECTION	Timor-Leste Police Development Program (TLPDP)
REPORTS TO (TITLE)	HR Advisor

About the Australian Federal Police

The role of the Australian Federal Police (AFP) is to enforce Commonwealth criminal law, contribute to combating organised crime and to protect Commonwealth interests from criminal activity in Australia and overseas. The AFP is Australia's international law enforcement and policing representative, and the Government's chief source of advice on policing issues.


The AFP works closely with a range of other law enforcement and government agencies at state, territory, Commonwealth and international levels, enhancing safety and providing a secure regional and global environment.

About the position

The HR Development Manager reports to the TLPDP HR Advisor and works in conjunction with the Policia Nacional Timor-Leste (PNTL). Under general direction, the position provides day-to-day mentoring and advice to the PNTL Administration Command and implements agreed change projects. The position manages and coordinates the implementation of effective HR management policies and practices in accordance with the agreed strategic reform priorities of the PNTL. The position also interprets Decree Law and provides policy advice to the HR Advisor on strategic reform initiatives.

The key responsibilities of the position include, but are not limited to:

- In consultation with PNTL Administration Command, provide interpretation of PNTL Decree Law to stakeholders to ensure legislation is accurately reflected in policies and procedures.
- In collaboration with PNTL Administration Command, review and make recommendations to improve PNTL HR policies and practices.
- In consultation with the HR Advisor, identify, propose and implement approved changes to PNTL HR Governance, Practices and Procedures to promote a fair and effective HR environment.
- Maintain a register of reform projects and assist the HR Advisor with the implementation of Strategic HR Reform initiatives which may include implementation of new IT systems in collaboration with stakeholders.
- Support the PNTL with the day-to-day management of essential HR functions by providing advice and mentoring to staff, ensuring best HR practices are followed.
- In consultation with PNTL Administration Command, assess HR ICT systems, report on program issues and propose improvements to the HR Advisor.
- Build and maintain effective working relationships with PNTL Administration Command in regard to HR matters.
- Assist with the identification of training needs including development and facilitation of training programs as required.



Qualifications/Experience

- Degree in Business Management and/or Human Resources would be a strong advantage.
- Previous experience working in Human Resources, and the experience reviewing and interpreting legislation.
- Fluency in written and spoken English and Tetun (Portuguese would be an advantage).
- Strong computer skills and experience using Microsoft Office and a variety of HRM databases.

Selection Criteria

- Previous experience working in Human Resources, and the ability to review and apply legislation.
- Formal Degree in Business Management/Human Resources would be a strong advantage.
- Ability to clearly interpret and translate concepts and issues between English and Tetun in a variety of settings including adult training classrooms, conferences, and committee meetings.
- Strong interpersonal and leadership skills, and a demonstrated ability to work effectively in a team.
- Confident written and spoken communication skills in English and Tetun.
- Ability to prioritise work, meet task deadlines and produce accurate work.
- Sound skills in computer systems including document creation and formatting, databases, and presentation slides.
- Familiarity with legal terminology.
- Experience and/or appreciation of gender equality issues.