

Position Description

Position Title:	HR Manager	Position No.:	
Department:	Corporate	Grade:	5.1
Reports to:	GM, Corporate Strategy & Governance	Salary Band:	\$113-133k + 9% super
Location:	Sydney - CBD	Duration of Contract:	3 years

Position Overview

Leading a small team and working closely with the Executive Team, this role will develop and implement an HR strategy in line with the ACARA corporate plan. The role is responsible for the development of programs including performance management, learning and development, recruitment and talent management. This role will be pivotal in setting the tone for HR policy and general culture.

Organisation Overview

The Australian Curriculum, Assessment and Reporting Authority (ACARA) is a new independent statutory authority of the Australian Parliament. Its functions include:

- Developing a national K-12 curriculum, including content of the curriculum and achievement standards, for subjects specified in its Charter.
- Developing and administering national assessments, both assessments in literacy and numeracy for the full cohorts of students in Years 3, 5, 7 and 9 and a cycle of sample-based assessments (currently in science, civics and citizenship, and ICT competence).
- Collecting, managing and analysing student achievement and other data and reporting on school and system performance.
- Facilitating information sharing arrangements between Australian and State and Territory government bodies in relation to the collection, management and analysis of school data.
- Providing school curriculum resource services, educational research services and other related services.
- Providing information, resources, support and guidance to the teaching profession.

ACARA is taking over work already under way under the auspices of a range of separate bodies.

Specific Duties/Functions and Responsibilities

The position holder will:

- Lead the HR function to provide a full suite of human resource services to the organisation
- Design and co-ordinate the rollout of people programs across the organisation including performance management, talent management and recruitment, leadership and competency development
- Work closely with the executive team on building an organisational culture that supports the strategic directions and business plan objectives
- Provide high level strategic input into the change management process including assisting to drive cultural change
- Manage the HR team to ensure their activities are aligned with the organisation's strategy and objectives
- Comply with OHS instructions, policies and procedures and conduct their work in a safe manner.

Skills and Experience and Knowledge (Key Selection Criteria)

- Exceptional relationship building and stakeholder management
- Demonstrated experience working collaboratively with managers at all levels
- Experience in developing initiatives to enhance employee engagement and performance
- High level communication and influencing skills
- Effective and inspirational manager

Dimensions of the role

Number of direct reports-	2
Number of direct and indirect reports-	2
Financial delegations-	Insert number or Nil
HR Delegations-	Insert number or Nil

Important Relationships

Internal:

- Managers
- Staff across ACARA
- OHS committee

External:

- Key stakeholders

Approved:		Date:	
Signed:			

How to apply

Applications are to be emailed to employment@acara.edu.au or by simply clicking “Apply Now” by **11.30pm DAY DATE MONTH YEAR** and must include a CV and a covering letter addressing the key selection criteria (dot points above) of the role.

Please note all roles are in the Sydney CBD and relocation is at candidates own expense.

Please Note: ALL APPLICANTS MUST ADDRESS THE KEY SELECTION CRITERIA & specify which position they are applying for, without this information we will not be able to process your application properly.

No calls from agencies please

For more information please email employment@acara.edu.au