

Position Description

Position Title:	Project Officer – HR	Position No.:	
Department:	Corporate	Grade:	3.1
Reports to:	HR Manager	Salary Band:	\$67,000 - \$78,000 plus 9% super
Location:	Sydney - CBD	Duration of Contract:	3 years

Position Overview

The HR Project Officer is responsible for providing generalist Human Resources and Employment Relations advice across ACARA. A depth of generalist HR skills is required to develop and implement policies and procedures across a wide range of areas, and to provide support to the management teams of ACARA.

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:

- Review, develop and prepare implementation plans for HR related projects.
- Assist in building managers' understanding of policies and advocate their use.
- Advise on general HR enquiries and provide support to managers in relation to ER
- Develop and manage induction program to ensure all new starters are provided a positive introduction to ACARA
- Provide general advice and deal with enquiries from ACARA employees such as: advice on leave, benefits and policy and procedures.
- Ensure strategic framework for human resource initiatives within ACARA is up to date.
- Conduct exit interviews as required
- Conduct analysis and produce reports on various aspect of HR process including recruitment timeframes, attrition, EEO and themes upon exiting
- Develop training modules for HR procedures as required
- Comply with OHS instructions, policies and procedures and conduct their work in a safe manner.

Skills and Experience and Knowledge (Key Selection Criteria)

- High level written and verbal communication skills
- Excellent organisational capability and focus, including project management and the ability to deal with wide ranging and complex issues within tight time frames
- Excellent interpersonal skills, including strong liaison and representation skills and the ability to interact with key stakeholders
- Experience in a generalist role covering all facets of HR
- An understanding of industrial relations frameworks, preferably in an educational/government context
- Experience in desktop publishing producing automated documentation (forms, templates, flowcharts, presentations)
- Experience in developing HR related programs, implementation and facilitation.

Dimensions of the role

Number of direct reports-	Nil
Number of direct and indirect reports-	Nil
Financial delegations-	Nil
HR Delegations-	Nil

Important Relationships

Internal:

- Executive team

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