

POSITION DESCRIPTION

Position Title:	HRSC Content & Research Coordinator
Department:	HR Standards and Capability
Reports to:	Manager, Content & National Programs
Mode of Employment:	Part Time 0.8 FTE

Australian Human Resources Institute

The Australian HR Institute (AHRI) is the national association representing human resource and people management professionals.

The team at AHRI:

- Set the professional standard for HR in Australia through HR certification.
- Provide education and training services in HR, people management and business skills.
- Produce world-class conferences, including the AHRI National Convention & Exhibition (NCE)
- Host seminars and networking opportunities all over Australia.
- Conduct research and advocacy on behalf of the profession.
- Celebrate excellence in HR practice across Australia through the highly regarded AHRI Awards.

Find out more: <https://www.ahri.com.au/about-us>

Position Objective

The focus for the HRSC Content & Research Coordinator is the administration and project management coordination for AHRI advisory panels, AHRI research and AHRI advocacy activities. The role also plays an important part of informing and co-ordinating the Institute's Content Strategy through integration of insights informed by the activities.

This role also provides support to the Content team deliverables such as the AHRI Awards program and support of AHRI event and publishing activities where required.

AHRI Advisory Panels

- Oversight of the strategic agenda, deliverables and terms of reference for current and proposed AHRI advisory panels including:
 - Diversity, Equity & Inclusion,
 - Future of Work
 - Public Sector
 - ER/IR
 - Research
- Provide operational and administrative support to advisory panels - including setting meeting calendars, agenda preparation, preparation of meeting documentation, minute taking and coordination of action items as outlined in meeting minutes.
 - Facilitate the development of agreed outputs for AHRI members and the broader HR profession by:
 - providing guidance by representing AHRI member needs,
 - providing expertise via the review and editing of outputs
 - providing support for publishing, product development and marketing

Research and Advocacy Co-ordination

POSITION DESCRIPTION

- Assist in setting up and implementing surveys and research methods, collating and presenting data, and reviewing drafts of research papers and other documentation.
- Project management of AHRI research activities and consultation with stakeholders in research activities such as internal teams and external research partners
- Management of external research queries in consultation with the HR Research & Advocacy Specialist
- Provide administrative and co-ordination support for advocacy activities

Support for AHRI's content planning and development activities

- Provide support to the Content team in areas including projects, research and advocacy for AHRI.
- Provide regular and ad hoc communications, advice and support on insights on current HR issues and trends to the HRSC team, the marketing team, AHRI's publisher and AHRI executives to inform AHRI's research program, content planning, HRM suite, AHRI Assist, learning and development products and other resources, ensuring they align with the latest HR issues and contemporary thinking.

Organisational Responsibilities

Occupational Health and Safety

- Co-operate with management in its fulfilment of its legislative obligations. Take reasonable care to ensure own safety and health, and that of others, and to abide by your duty of care provided for in the legislation.
- Report any injury, hazard or illness immediately, where practical to your manager.

Information Technology

- All social media posts must abide by AHRI's policy and follow the AHRI values of respect, confidentiality and privacy.
- Take reasonable care of all IT equipment. All equipment must only be used for the purpose it was provided.

Organisational

- Employees are required to contribute to and comply with all AHRI employment and operational policies and procedures.
- Follow the AHRI values of Trust / Diversity / Learning / Evolving / Collaborate in conjunction with the AHRI Code of Conduct.
- Actively contribute to building a positive organisational culture.
- Build and maintain effective relationships with all relevant stakeholders including but not limited to team members, other AHRI employees and our membership/and clients.
- Undertake other relevant duties, projects and initiatives which are consistent with the employee's skill, competence, and training.
- Actively identify and participate in the development and implementation of improvement initiatives to drive business growth.
- During periods of high volume / events employees are required to be available to work in the office as directed and undertake reasonable travel.
- Undertake all training as directed.
- Employees are required to undertake their duties within the core hours of 7am to 7pm.

Key Selection Criteria

Qualifications

Experience/ Knowledge/Attributes

- Experience as a C-suite PA desirable and confident interacting with C-Suite executives

POSITION DESCRIPTION

	• Excellent organisational and administrative skills with high attention to detail and the ability to manage multiple tasks, timelines, and priorities efficiently to deliver high quality results. • Demonstrated customer-centric mindset with a focus on delivering excellent service by being prompt, clear in communication, accurate and professional. • Demonstrated ability to be self-directed and also to work effectively as part of a team to build strong rapport with internal (cross functional teams) and external stakeholders. • Demonstrated ability to be flexible, adapt to changing circumstances and utilise problem solving skills to resolve issues. • Strong computer systems skills (MS Office, Outlook, web, Customer Relationship Management system (CRM) and database skills). Plateau. • Exceptional written communication skills including minutes, emails and reports. • Willingness to positively participate in cross functional initiatives
--	---