

POSITION DESCRIPTION

Position Title:	HRSC Specialist
Department:	HR Standards and Capability (HRSC)
Reports to:	HRSC Development Manager
Mode of Employment:	O.8FTE

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.
- 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 HRSC Specialist works as part of the HRSC Development team to support the development, delivery and maintenance of AHRI's Learning Product Suite, ensuring alignment with the Australian HR Capability Framework (AHRCF).

This role supports the development and ongoing maintenance of AHRI's core learning products, with a primary focus on short courses, and supporting Micro-Credentials, Specialist Programs and Ask AHRI, AHRI Assist, where required. The role contributes to product maintenance, quality assurance reporting and stakeholder engagement activities to ensure learning products remain contemporary, compliant and aligned to member and market needs.

The role works collaboratively across internal teams and external stakeholders to support the continuous improvement of AHRI's learning products, including analysing feedback and performance data to inform insights, reporting and product enhancements.

Key Responsibility Areas

The following responsibility areas outline the breath and scope of the role. Each year, as part of role goal setting, a set of activities and deliverables under this scope will be agreed which will be informed by the HRSC Business Plan, AHRI Strategy, member and participant feedback and market insights. Throughout the year, based on these inputs, priorities may change and goals will be updated to reflect this.

Product Strategy

- Support the development of long-term strategic plans for product development aligned to AHRI's strategy.
- Monitor the competitive market and emerging HR trends to inform product relevance and continuous improvement.
- Contribute to AHRI's Content Strategy and planning to ensure alignment across teams and stakeholders.



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- Provide research and insights to support product proposals, business cases and planning activities.

Product Innovation, Quality and Continuous Improvement

- Support the review and updating of existing learning products based on feedback, data insights and industry developments.
- Collate and analyse feedback across the product suite to identify trends, risks and improvement opportunities.
- Contribute to quality assurance processes to ensure consistency, accuracy and alignment with AHRI standards.
- Support the integration of new learning approaches, tools and technologies where appropriate.
- Assist in maintaining alignment with regulatory requirements and contemporary HR practice.

Product Management and Marketing

- Support the development and ongoing maintenance of AHRI's core learning products, with a primary focus on short courses, and supporting Micro-Credentials, Specialist Programs and Ask AHRI, AHRI Assist, where required.
- Assist in the review, updating and quality assurance of learning materials to ensure alignment with current HR practice, legislative requirements and member needs.
- Assist in content development activities including drafting, reviewing and updating materials across multiple formats (written, digital and multimedia).
- Support where required, the delivery of Ask AHRI and AHRI Assist services, including preparing well-researched and accurate responses aligned to legislation and AHRI guidance.
- Assist in the preparation of product briefs, marketing content and promotional materials.
- Collaborate with internal stakeholders (e.g. marketing, delivery teams) to support product launches and ongoing engagement.
- Contribute to the development of videos, social media content and learning materials.
- Support reporting and preparation of presentations for internal and external stakeholders.

Stakeholder Engagement:

- Support engagement with internal and external stakeholders including SMEs, content providers and contributors.
- Assist in gathering and analysing stakeholder feedback to inform product improvements.
- Contribute to cross-functional collaboration across content development, delivery, marketing and member experience teams.

Team Performance and Culture

- Contribute to a collaborative team culture aligned to AHRI values.
- Participate in team meetings, planning and development activities.
- Proactively manage workload and communicate priorities with the People Manager.
- Undertake professional development to maintain contemporary HR and capability knowledge.
- Support broader team deliverables and activities as required.

Organisational Responsibilities

Occupational Health and Safety

- Co-operate with management in its fulfilment of its legislative obligations.



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<ul style="list-style-type: none"> • 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.
<p>Information Technology</p> <ul style="list-style-type: none"> • All social media posts must abide by AHRIs 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.
<p>Organisational</p> <ul style="list-style-type: none"> • 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. • 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	
<p>Qualifications</p>	<ul style="list-style-type: none"> • Undergraduate degree in Business, HR or related discipline desirable. • AHRI certification desirable
<p>Experience/ Knowledge/Attributes</p>	<ul style="list-style-type: none"> • Demonstrated experience in HR, learning and development, or capability-related roles. • Foundational understanding of Australian HR/IR practices and legislation. • Experience in content development, research and/or learning product support. • Experience in instructional design, including designing and developing learning solutions for primarily online and digital delivery formats. • Experience working with Learning Management Systems (LMS) and digital learning platforms. • Experience in data analysis and reporting, with the ability to interpret insights to inform product improvements and decision-making. • Strong written communication skills with the ability to produce clear, accurate and engaging content. • Ability to manage multiple priorities and work collaboratively in a fast-paced environment. • Strong stakeholder engagement and organisational skills. • Willingness to learn and maintain currency in HR and capability practices.

By e-signing the Info Request delivered via FlareHR, I confirm my acceptance of this position description.