

Position Description

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

Position Overview

This role forms part of the Human Resources team and will be responsible for delivery of a range of human resource services to ACARA. A large part of this will be managing the recruitment function which includes recruitment, selection, and appointment. Duties will also include assisting with enquiries from staff on leave and policies, HR administration such as the generation of contracts, letters of offer and secondment arrangements. Other duties may include issues relating to conditions of employment, salary and benefits administration, job design and evaluation.

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:

- End to end recruitment process for all staff which will include taking a brief from the organisation, sourcing, screening, advertising, interviewing, testing, documentation and induction coordination
- Provide general advice and deal with enquiries from ACARA employees such as: advice on leave, benefits and policy and procedures.
- Writing position descriptions and taking job briefs
- Creating effective and timely advertisements for websites and press advertisements to ensure the best candidates are attracted into the organisation
- Coach on effective interviewing, selection and screening methods
- Liaising with ACARA to anticipate up and coming recruitment requirements through catch ups with key stakeholders in the organisation
- Assist managers to roll out key recruitment strategies, partner closely with the organisation to anticipate growth and support through effective workforce planning methodologies
- Communication with key recruitment and Human Resource stakeholders
- Organising paperwork and setup ready for applicants first day of work which will include writing of contracts and secondment letters
- Arrange and / or coordinate an induction programme.
- Conduct and be involved with exit interviews to collate valuable information into ACARA recruitment and retention data
- Comply with OHS instructions, policies and procedures and conduct their work in a safe manner.

Skills and Experience and Knowledge (Key Selection Criteria)

- Exceptional communication skills (written and verbal)
- Recruitment experience both in an external and internal environments, preferably from within a public sector, state or federal government environment.
- Ability to influence and consult with management at varying levels
- Experience in assessment and selection of candidates to reduce turnover
- A very strong client service orientation and the ability to build rapport quickly
- Strong commercial awareness and understanding, firsthand experience and knowledge of public sector, state and / or federal government recruitment policies, processes and procedures
- Strong computer literacy and previous experience in using the internet as a recruitment tool and talent source

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:

- ACARA management and staff

External:

- Agency consultants
- Advertising medium contacts

Approved:		Date:	
Signed:			

How to apply

Applications are to be emailed to employment@acara.edu.au or by simply clicking "Apply Now" by **11am Monday 2nd August 2010** 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