

Position Description – Human Resources Business Partner

Role Title: Human Resources Business Partner

Reports to: General Manager - Human Resources

People Management: None

Package: Highly attractive remuneration and benefits package with NFP benefits (PBI).

Work Type, Location: Full Time, Office based, Sydney

About AIEF

hard heads, soft hearts, capable hands

AIEF is Australia's largest scholarship program, established in 2008 in response to community demand from Indigenous families who choose to enrol and co-fund their children in leading boarding schools.

Bringing together the government and private sector, AIEF provides scholarship funding for Indigenous students to complete Year 12 or tertiary studies, with career support to help them make a successful transition to employment.

Backed by some of Australia's most influential business and community leaders, AIEF has grown from one scholarship student in 2008 to now supporting over 1,000 young Indigenous people from over 400 communities in every state and territory across Australia.

www.aief.com.au

1. Critical Success Factors

Reporting to the General Manager – Human Resources the Human Resources Business Partner will be responsible for providing daily leadership, support, coaching and advice on all HR matters as well as manage the administration function of all HR related activity and Working with Vulnerable People compliance. The critical success factors for this role are:

1. Managing the end to end employment cycle of HR activities.
2. Managing and maintaining compliance records for National Police and Working with Children checks including monthly reporting, keeping up to date with legislation and training team members.
3. Lead AIEF's Work Health and Safety compliance.
4. To be an Organisational coach, who supports and enable change, builds organisational capabilities and reduces complexity.
5. Demonstrated HR Generalist experience

To have success in this role you will also:

- a) Capable of building trust and maintaining effective working relationships at all levels of an organisation
- b) Strong interpersonal and leadership skills
- c) Brings leaders and team on journey and presents facts to ensure best outcome for business
- d) Has an affable, balanced and diplomatic disposition
- e) Systems-focused, excelling at managing HR processes and procedures
- f) Thorough and accurate with a high level of attention to detail
- g) Capacity to juggle many responsibilities at once, and move from the strategic to operational
- h) Practical understanding of and capability to identify human resources strengths and challenges
- i) Ability to distil complex human resource theories into pragmatic solutions
- j) Capacity to work flexibly and proven ability to prioritise workload independently
- k) Proactive communicator and adept at managing up

2. Essential Qualifications and Experience

- a) Relevant human resources tertiary qualifications
- b) At least 7 years direct experience in human resources roles, preferably in professional corporate environments
- c) Direct experience in human resource management, with responsibility for the full suite of human resource functions
- d) Expertise in relevant employment laws, awards, standards and other related compliance
- e) Ability to manage “stand-alone” human resources function and manage up, often with remote management
- f) High level verbal and written communication skills with ability to advise on organisational communication related to human resources
- g) Practical understanding of and capability to identify human resources strengths and challenges

3. Key Responsibilities and Functions

The Human Resources Business Partner will have responsibility and accountability for the **Critical Success Factors** above and includes:

- a) Provide Team Members and Managers with an available first point of contact for questions and guidance on HR topics and issues.
- b) Build credible and trusting relationships to help facilitate effective employee communication and relations.
- c) Identify, prioritise and build organisational capabilities, behaviours, structures and processes.
- d) Ensure that all employee relations issues are properly identified, reported, managed and resolved.

- e) Implement best practice methodologies in regards to recruitment, talent management and retention.
- f) Establish AIEF's employee value proposition and bring to life through the attraction process.
- g) Review the onboarding and induction process and create improvements.
- h) Develop, implement, manage and monitor fit-for-purpose human resources systems, policies and procedures.
- i) Role model AIEF's values and agreed organisational culture.
- j) HR compliance
 - working with children checks, criminal record checks, and related compliance;
 - employment laws
 - workplace health and safety
 - HR related legal, regulatory and compliance
- k) Any other human resources related responsibilities.

AIEF is committed to the [National Principles for Child Safe Organisations](#): to creating environments where the safety and wellbeing of children and young people is at the centre of our thoughts, values and actions.

All AIEF employees are required to undergo a National Criminal Record Check by the Australian Federal Police and a Working with Children Check by the relevant State and Territory Governments as a condition of employment. The Australian Indigenous Education Foundation is committed to the safety and wellbeing of our students, our stakeholders and our team as well as their families and communities. Therefore, all new employees starting at AIEF will need to be fully vaccinated against the COVID-19 virus.

AIEF is a focussed and non-partisan, non-political organisation that advocates for its mission and works with all levels of government and politicians of all persuasions, but does not engage in advocacy on any other political issues or social causes, nor does it represent or advocate on behalf of its students, alumni or other stakeholders on any such issues.