

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

The Role

Reporting to the Chief Operating Officer the General Manager – Human Resources will be responsible for the Human Resources function, Management Support and Leadership and Development in the business.

Human Resources

The General Manager – Human Resources is responsible for the development, implementation, management and monitoring of best-practice, fit-for-purpose human resources systems, policies and procedures across the entire employee life cycle at AIEF. This includes advice and assistance to the members of the Executive Committee and other managers.

Management Support

The General Manager – Human Resources supports the Chief Operating Officer across other management aspects of the organisation as requested from time to time.

Leadership and Development

As a General Manager, you will also contribute to organisational leadership, development, strategy and decision making.

Essential Qualifications and Experience

- Relevant human resources tertiary qualifications
- At least 10 years direct experience in human resources roles, preferably in professional corporate environments
- Direct experience in human resource management, with responsibility for the full suite of human resource functions
- Expertise in relevant employment laws, awards, standards and other related compliance
- Ability to manage “stand-alone” human resources function and manage up
- High level verbal and written communication skills with ability to advise on organisational communication related to human resources
- Capable of building trust and maintaining effective working relationships at all levels of an organisation
- Practical understanding of and capability to identify human resources strengths and challenges

The Reward

- Salary packaging (which can add up to \$15,900 in tax-free pay per year)
- Additional 7 days paid Cultural and Enrichment leave per year
- Paid Parental Leave
- Additional Annual Leave after 3 years’ service
- Employee Assistance Program, a free and confidential counselling service

To apply for this position please send your resume with a cover letter (maximum two pages) addressing the selection criteria to jobs@aief.com.au.

Please apply as soon as possible, applications are considered as they are received.

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.