



Position Description

Position:	HR Manager
Location:	Athletics House Level 2, 31 Aughtie Drive Albert Park VIC 3206
Basis:	Part Time 0.6-0.8 (FTE negotiable)
Department:	Administration
Reporting relationships:	The role reports to the Chief Operating Officer and Manager – Legal Compliance, Integrity & Governance
Internal relationship:	All AA staff
External relationships:	Athletics community, contractors and suppliers
Approved by:	Chief Operating Officer
Date approved:	October 2018

Position Summary

The **HR Manager** is responsible for the delivery of all Human Resource Management aspects of Athletics Australia, ensuring that they are conducted to the highest standard and maintain a safe and productive workplace.

Athletics Australia

Athletics Australia (AA) is the national governing body for the sport of athletics in Australia. Our vision is to create One Sport with well-supported, seamlessly connected competitions, programs and events delivering athletic activities to all Australians and this is underpinned by our Organisational values of:

- Inclusion
- Integrity
- Innovation
- Excellence

KEY RESPONSIBILITIES

HR Responsibilities

In conjunction with the Chief Operating Officer, you will:

- Lead the design and implementation of all HR related policies and operating procedures;
- With the hiring manager lead the recruitment, induction and offboarding processes of all AA staff and contractors;
- Implement and monitor the AA staff performance appraisal program;
- Implement and monitor a reward and recognition program;
- Ensure staff are appropriately trained and/or informed of their OHS responsibilities.

Child Safeguarding Responsibilities

Working with the Manager Legal, Compliance and Integrity, you will:

- Project Manage the implementation of Athletics Australia's Child Protection Framework;
- Ensure Athletics Australia and its member associations meet the Child Safe Standards applicable in each jurisdiction across Australia;
- Develop education resources and workshops for Athletics Clubs and the wider community on child safety and the implementation of the applicable child safe standards;
- Monitor child protection compliance, investigate noncompliance and provide related assistance to the Athletics Australia Administration Department;
- Assist with general member protection issues from time to time.

WORKPLACE HEALTH & SAFETY

These responsibilities should be read in conjunction with the Organisation's Workplace Health & Safety policy and procedures:

- All employees should understand Workplace, Health and Safety (WH&S) principles and comply with the organisation's WH&S system;
- All employees should adopt safe work practices that comply with WH&S requirements and must not willfully place at risk the health & safety of any person in the workplace;
- All employees should participate in relevant WH&S meetings, training and other activities; and
- All employees must wear personal protective equipment as required.

SELECTION CRITERIA

- Tertiary qualifications and/or equivalent training in Human Resource Management or similar;
- Demonstrated experience in the writing of policies and procedures;
- Demonstrated experience in provision of HR related services to a business of similar size;
- Experience in developing, managing and delivering projects;
- Excellent interpersonal skills, both verbal and written, including the ability to present to an audience;
- Excellent organisational and time management skills;
- Excellent IT skills, particularly in the use of Microsoft Office products;
- An understanding of risk management and continuous improvement principles and practices;
- Successful completion of Police and Working with Children/Vulnerable People Checks

Any professional experience working in a role dealing with Child Protection issues, the Child Protection laws and the Child Safe Standards will be highly regarded.

Employee's Initials

Employer's Initials