POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	HR PROJECT SPECIALIST
Position no:	50072526
Team:	[People & Culture]
Department:	Recruitment & People Strategy
Location:	Flexible
Reports to:	SENIOR HR PROJECT MANAGER 50069090
Classification:	Administrative/Professional
Schedule:	[Schedule A]
Roster cycle	[Non-Rostered]
Band/level:	[Band 7]
HR Endorsement:	21/10/2026

Purpose

Provide specialist support to key People & Culture projects, focusing primarily on job architecture, organisation design, job evaluation and associated change management activities.

Key Accountabilities

- Under broad direction, lead and contribute to key project initiatives from planning through to delivery, monitoring project milestones, timelines, and budgets, providing regular updates to stakeholders.
- Partner with key stakeholders to develop effective organisational designs, analysing workforce data and business requirements and making effective recommendations.
- Support the implementation of the ABC's job architecture, by ensuring consistency with framework standards, delivering supporting material and engaging stakeholders to achieve key project outcomes.
- Conduct job grading analysis and apply job evaluation methodologies and to determine appropriate grading and remuneration levels for ABC positions.
- Ensure job grading compliance with the ABC's enterprise agreement, and legislative requirements relating to remuneration and classification and provide support to the governance and application of job frameworks.

- Document and implement approved organisation design changes, ensuring alignment with HR systems and records processes.
- Support the development of reports, business cases, and recommendations for steering committees and executive meetings.
- Contribute to the delivery of change management plans, developing tools, templates and materials to enable successful implementation.
- Build and maintain strong working relationships with internal stakeholders, including the HR Business Partnering team and Remuneration and key clients across the Divisions.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

Key Capabilities/Qualifications/Experience

1. Relevant tertiary qualifications or demonstrated equivalent skills, knowledge and experience.
2. Proven experience in HR project management, with a strong track record in organisation design, job architecture and job grading/evaluation.
3. Advanced knowledge of relevant job architecture and evaluation methodologies and classification systems.
4. Strong understanding of industrial relations frameworks, employment legislation, and compliance requirements.
5. Highly developed analytical, problem-solving, and decision-making skills.
6. Significant experience and highly advanced project management skills, with the ability to manage competing priorities and deadlines while maintaining accuracy and attention to detail.
7. Excellent written and verbal communication skills, including the ability to prepare high-quality reports, PowerPoint presentations, change templates and business cases.
8. Strong stakeholder engagement and relationship management capabilities.
9. ABC Values: Demonstrated personal commitment to fostering an inclusive and respectful environment, grounded in integrity and aligned with the ABC Values of aiming high, thinking differently, taking ownership, and delivering together.
10. ABC Policies: Understanding of the relevance and scope of ABC Policies and the ABC Values and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Values.
11. Diversity and Inclusion: Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.