# POSITION DESCRIPTION

 Australian Broadcasting Corporation

| **Label** | **Description** |
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| **Position Title:** | SENIOR HR PROJECT MANAGER |
| **Position no:** | 50069090 |
| **Team:** | [People & Culture] |
| **Department:** | People Strategy & Projects |
| **Location:**  | Ultimo |
| **Reports to:** | HEAD PEOPLE STRATEGY & PROJECTS50068666 |
| **Classification:** | Senior Executive |
| **Schedule:** | [Executive] |
| **Roster cycle** | [Executive] |
| **Band/level:** | [EL 1] |
| **HR Endorsement:** | 17/06/2024 |

## Purpose

Lead and/or contribute to the development and implementation of HR projects, organisational design initiatives, and services that deliver comprehensive people solutions which are aligned with the ABC’s priorities. Improve performance, and support a safe, positive workplace culture based on shared values and common goals.

## Key Accountabilities

* Develop people strategies, plans and programs to drive and support ABC/Divisional priorities and initiatives.
* Define project plans, objectives, and deliverables that support strategic goals in collaboration with senior management and stakeholders.
* Establish a cohesive organisation design methodology and supporting framework and tools. Lead the development and implementation of organisational design solutions, analysing current organisational structures, processes, and roles to ensure they align with strategic goals.
* Provide strategic Human Resources advice and consulting and coordinate/source appropriate resources and expertise to provide whole of business people solutions.
* Lead and/or collaborate with key stakeholders to effectively identify, plan and implement change initiatives to increase organisational performance and meet overall ABC objectives.
* Provide advice and guidance on managing the people implications of structural, technological, and operational change, and deliver change management strategies and solutions, including the provision of employee relations advice.
* Maintain comprehensive project documentation, including project plans, status reports, and post-project evaluations. Ensure all project records are up-to-date and accessible.
* Build and maintain strategic working relationships within client groups and key stakeholders to understand and anticipate business needs and priorities.
* Maintain effective communication with colleagues to share information, keep abreast of relevant issues/developments across the Corporation and ensure alignment in the delivery of People & Culture services.
* 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. Tertiary qualifications in Human Resource Management or related discipline. Equivalent extensive professional experience in a senior HR role will also be considered.
2. Demonstrated experience in leading project and change management initiatives in a large and/or complex organisational setting.
3. Strong knowledge of project management principles, methodologies, and tools and demonstrated experience in the application of these.
4. Proven experience in organisational design with a strong understanding of HR functions, and drivers of organisational effectiveness.
5. Generalist HR experience with a demonstrable understanding of the application of HR policies and procedures, enterprise agreements and associated legislative requirements relevant to the full range of HR activities.
6. Proven experience in the provision of strategic HR advice and the development of effective people solutions appropriate to business needs.
7. High-level communication and interpersonal skills, with the ability to build strategic working relationships and negotiate / influence senior stakeholders to achieve optimal business outcomes.
8. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
9. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles 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 Principles.
10. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.



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