**Position Family: Human Resources**

*Generalist*

Head of Human Resources [EXE.HR010.7](#bookmark262)

Functional Lead of Human Resources - Generalist [HRS.50003.6](#bookmark263)

Human Resources Manager - Generalist [HRS.50005.5](#bookmark264)

Senior Human Resources Consultant - Generalist [HRS.50006.4](#bookmark265)

Human Resources Consultant - Generalist [HRS.50002.3](#bookmark266)

Human Resources Associate [HRS.50001.2](#bookmark267)

*Global Mobility*

Senior Human Resources Consultant - Global Mobility [HRS.50606.4](#bookmark268)

*HRIS & Reporting*

HRIS & Reporting Manager [HRS.50015.5](#bookmark269)

Senior HRIS & Reporting Specialist [HRS.50016.4](#bookmark270)

HRIS & Reporting Specialist [HRS.50012.3](#bookmark271)

*Industrial/Employee Relations*

Functional Lead of Human Resources - Industrial/Employee Relations [EXE.HR020.6](#bookmark272) Human Resources Manager - Industrial/Employee Relations [HRS.50505.5](#bookmark273)

Senior Human Resources Consultant - Industrial/Employee Relations [HRS.50506.4](#bookmark274)

*Leadership & Organisational Development*

Functional Lead of Human Resources - Leadership & Organisational Development [HRS.50503.6](#bookmark275) Human Resources Manager - Leadership & Organisational Development [HRS.50605.5](#bookmark276)

*Learning & Development*

Functional Lead of Human Resources - Learning & Development [HRS.50203.6](#bookmark277)

Human Resources Manager - Learning & Development [HRS.50205.5](#bookmark278)

Senior Human Resources Consultant - Learning & Development [HRS.50206.4](#bookmark279)

Human Resources Consultant - Learning & Development [HRS.50202.3](#bookmark280)

Trainer/Training Facilitator - Learning & Development [HRS.50212.3](#bookmark281)

*Work Health & Safety*

Functional Lead of Work Health & Safety [HRS.50405.6](#bookmark282)

Human Resources Manager - Work Health & Safety [HRS.50405.5](#bookmark283)

Senior Human Resources Consultant - Work Health & Safety [HRS.50406.4](#bookmark284)

Human Resources Consultant - Work Health & Safety [HRS.50402.3](#bookmark285)

*Recruitment*

Functional Lead of Human Resources - Recruitment [HRS.50303.6](#bookmark286)

Human Resources Manager - Recruitment [HRS.50305.5](#bookmark287)

Senior Human Resources Consultant - Recruitment [HRS.50306.4](#bookmark288)

Human Resources Consultant - Recruitment [HRS.50302.3](#bookmark289)

*Remuneration & Benefits*

Functional Lead of Human Resources - Remuneration & Benefits [HRS.50103.6](#bookmark290)

Human Resources Manager - Remuneration & Benefits [HRS.50105.5](#bookmark291)

Senior Human Resources Consultant - Remuneration & Benefits [HRS.50106.4](#bookmark292)

Human Resources Consultant - Remuneration & Benefits [HRS.50102.3](#bookmark293)

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**Position Family: Human Resources**

*Diversity & Inclusion*

Functional Lead of Human Resources - Diversity & Inclusion [HRS.80001.6](#bookmark294)

Human Resources Manager - Diversity & Inclusion [HRS.80001.5](#bookmark295)

Senior Human Resources Consultant - Diversity & Inclusion [HRS.80001.4](#bookmark296)

# Position title: Head of Human Resources

**Aon Position code: EXE.HR010.7**

**Level: 7**

**Responsible for**

Ensuring the most effective utilisation of the organisation’s staff resources.

# Report to

Chief Executive/Managing Director.

# Supervises

Divisional head for each function e.g. recruitment, remuneration, training and development.

# Main activities

* + Developing the contribution of the Human Resources function to the company's strategic planning so that its long term people needs are identified and accommodated within its business plans and management decisions.
  + Developing, submitting for approval, and managing the implementation of Human Resource policies throughout the organisation. Policies will respond to legal requirements, and minimise disruption, penalties and adverse publicity.
  + Ensuring that all skills requirements within the organisation are met through ongoing workforce planning, staff development programs and external recruitment.
  + Ensuring all staff administration records are effectively maintained.
  + Ensuring staff reward practices take account of varying performance levels, internal equity and external salary market rates.
  + Assisting management in achieving harmonious working relations with all staff thereby minimising time lost through industrial disputes.

# Key skills

* + Sound negotiating skills and strong interpersonal skills. Thorough knowledge of Government legislation.

# Internal contacts

Chief Executive Officer and all Functional and Divisional Managers.

# External contacts

Specialist consultancies, legal advisers, financial institutions, union delegates.

# Typical experience

Tertiary level qualifications with at least 12 years of experience in all aspects of Human Resource Management.

# Other comments

**Position title: Functional Lead of Human Resources - Generalist Aon Position code: HRS.50003.6**

**Level: 6**

**Responsible for**

Providing business partnering to a business unit and/or corporate client group within a large organisation, and owning responsibility for the delivery of Generalist Human Resources strategy and operations through a team of Human Resources Managers.

# Report to

Head of Human Resources and/or General Manager/Business Manager of a Business Unit.

# Supervises

Human Resources Managers and Human Resources Consultants.

# Main activities

* + Working with Executive/Strategic Management groups within a large organisation to build and implement Human Resources solutions in line with the business strategy.
  + Managing the delivery of all Generalist Human Resources activities covering multiple areas of Human Resources, including employment/education training, employee development, communications, compensation, benefits, record administration, affirmative action, employee or labour relations, organisational or resource planning, organisational change management, and/or other services.
  + Liaising with subject matter experts within the broader Human Resources function (e.g. recruitment, compensation & benefits etc.) to provide consultancy and advice within the business unit or corporate client group.
  + Identifying and delivering long-term strategies within the Human Resources environment.
  + Providing interpretation and counsel to Executive/Strategic Management regarding Human Resources policies, programs and practices.
  + Researching issues and developing solutions to resolve strategic business issues.
  + Developing and implementing new policies, practices and programs to meet organisational and Executive/Strategic Management needs.
  + Managing Generalist Human Resources issues involving the most Executive/Strategic Managers in the organisation.

# Key skills

* + Management, leadership, team building, consulting, negotiation and facilitation skills.
  + Expert knowledge of Human Resource organisational policies and practices.
  + Expert knowledge of Generalist Human Resources trends, best practice and future direction.
  + Strategic business knowledge and understanding.
  + Strong relationship management and influencing skills.
  + Excellent communication skills and highly service orientated.
  + Knowledge of current employment legislation and ‘Employer of Choice’ practices.
  + Business partnering capability.
  + Ability to interact and influence at an executive/strategic level.

# Internal contacts

Close contact at all levels of the organisation, although most contact would be at an executive/strategic management level.

# External contacts

Human Resources Consultancies, Vendors, Unions, Industry Associations.

# Typical experience

10+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

# Other comments

This role manages a discrete Human Resources operation within a business unit of a large organisation.

**Position title: Human Resources Manager - Generalist Aon Position code: HRS.50005.5**

**Level: 5**

**Responsible for**

Providing business partnering to an organisation and/or business unit, and owning HR functional responsibility.

# Report to

Depending on organisational size and structure, Head of Human Resources or Functional Lead of Human Resources within large organisations, or Chief Executive Officer/General Manager within smaller organisations.

# Supervises

Depending on organisational size and structure, may supervise a combination of Senior Human Resources Consultants, Human Resources Consultants, Human Resources Associates and/or Human Resources Administration staff, or may be an individual contributor role (‘stand-alone’ role).

# Main activities

* + Working with Executive/Strategic Management to build and implement human resources solutions in line with business strategy.
  + Managing the delivery of recommendations and solutions covering multiple areas of human resources, including employment/education training, employee development, communications, compensation, benefits, record administration, affirmative action, employee or labour relations, organisational or resource planning, organisational change management or other services.
  + Identifying areas of long-term strategic development within the human resources environment.
  + Providing interpretation and counsel to Executive/Strategic Management regarding policies, programs and practices.
  + Researching issues and developing solutions to resolve strategic business issues.
  + Developing and implementing new policies, practices and programs to meet organisational and Executive/Strategic Management needs.

# Key skills

* + Management, leadership, team building, consulting, negotiation and facilitation skills.
  + Expert knowledge of Human Resource organisational policies and practices.
  + Expert knowledge of generalist Human Resources best practice.
  + Strategic business knowledge and understanding.
  + Strong relationship management and influencing skills.
  + Excellent communication skills and highly service orientated.
  + Knowledge of current employment legislation and ‘Employer of Choice’ practices.
  + Business partnering capability.
  + Ability to interact at an executive/strategic level.

# Internal contacts

Close contact at all levels of the organisation.

# External contacts

Human Resources Consultancies, Vendors, Unions, Industry Associations.

# Typical experience

8+ years of experience in human resources, coupled with a relevant tertiary qualification.

# Other comments

This role may be the organisation’s most senior Human Resources practitioner in a small to medium sized operation. Alternative title may be Human Resources Business Partner.

# Position title: Senior Human Resources Consultant - Generalist Aon Position code: HRS.50006.4

**Level: 4**

**Responsible for**

Providing business partnering to an organisation, and/or business unit on a broad range of HR policies, programs and practices.

# Report to

Depending on organisational structure, Head of Human Resources, Functional Lead of Human Resources or Human Resources Manager.

# Supervises

May supervise Human Resources Associates or Human Resources Administration staff.

# Main activities

* + Working with Line Management groups to build and implement Human Resources solutions in line with business needs.
  + Providing recommendations and solutions covering multiple areas of Human Resources, including employment/education training, employee development, communications, compensation, benefits, record administration, affirmative action, employee or labour relations, organisational or resource planning, organisational change management and/or other services.
  + Providing interpretation and counsel to Line Management regarding policies, programs and practices.
  + Researching issues and developing solutions to resolve business issues.
  + Developing and implementing new policies, practices and programs to meet organisational and Line Management needs.

# Key skills

* + Strong consulting, negotiation and facilitation skills.
  + In-depth knowledge of Human Resource organisational policies and practices.
  + Strong knowledge of Generalist Human Resources best practice.
  + Business knowledge and understanding.
  + Relationship management and influencing skills.
  + Excellent communication skills and highly service orientated.
  + Business partnering capability.

# Internal contacts

Close contact at all levels of the organisation.

# External contacts

Human Resources Consultancies, Vendors, Unions, Industry Associations.

# Typical experience

5+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

# Other comments

Depending on organisational structure, this role may be a stand-alone Human Resources position that combines strategic and operational tasks and is responsible for aligning activities with the business plan. On the other hand, this role may be part of a Human Resources team structure containing senior Human Resource strategic lead roles (e.g. Head of Human Resources, Functional Lead of Human Resources or Human Resources Manager). Alternative title may be Human Resources Business Partner.

# Position title: Human Resources Consultant - Generalist Aon Position code: HRS.50002.3

**Level: 3**

**Responsible for**

Providing assistance and guidance to Line Management, using technical and professional skills/knowledge, on a broad range of HR policies, programs and practices.

# Report to

Depending on organisational structure, Head of Human Resources, Functional Lead of Human Resources or Human Resources Manager. This role may be an individual contributor position (i.e.. ‘stand-alone’ role).

# Supervises

No supervisory responsibilities.

# Main activities

* + Providing services covering multiple areas of Human Resources, including employment/education training, employee development, communications, compensation, benefits, record administration, affirmative action, employee or labour relations, organisational or resource planning, organisational change management or other services.
  + Providing interpretation and counsel to Line Management regarding policies, programs and practices.
  + Researching issues and developing recommendations to resolve Line Management issues.
  + Developing and implementing new policies, practices and programs to meet organisational and Line Management needs.

# Key skills

* + Consulting and negotiation skills.
  + Knowledge of Human Resource organisational policies and practices.
  + Relationship management and influencing skills.
  + Excellent communication skills and highly service orientated.
  + Knowledge of current employment legislation and ‘Employer of Choice’ practices.

# Internal contacts

Close contact at all levels of the organisation.

# External contacts

Human Resources Consultancies, Vendors, Unions, Industry Associations.

# Typical experience

3+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

# Other comments

Depending on organisational structure, this role may be a ‘stand-alone’ Human Resources position that is primarily operational and responsible for aligning activities with the business plan. Alternatively, this role may be part of a Human Resources team structure containing senior Human Resource strategic lead roles (e.g. Head of Human Resources, Functional Lead of Human Resources or Human Resources Manager).

# Position title: Human Resources Associate Aon Position code: HRS.50001.2

**Level: 2**

**Responsible for**

Providing assistance and guidance to Line Management, using entry to intermediate level technical knowledge, on a broad range of HR policies, programs and practices.

# Report to

Depending on organisational structure, Head of Human Resources, Functional Lead of Human Resources or Human Resources Manager.

# Supervises

No supervisory responsibilities.

# Main activities

* + Providing a variety of services using entry to intermediate level technical knowledge covering multiple areas of human resources, including employment/education training, employee development, communications, compensation, benefits, record administration, affirmative action, employee or labour relations, organisational or resource planning, or other services.
  + Providing interpretation and counsel to Line Management regarding policies, programs and practices.
  + Researching issues and developing recommendations to resolve Line Management issues.
  + Implementing new policies, practices and programs to meet organisational and Line Management needs.

# Key skills

* + Consulting and negotiation skills.
  + Knowledge of human resources organisational policies and practices.
  + Relationship management and influencing skills.
  + Excellent communication skills and strong service orientation.

# Internal contacts

All levels of staff from Line Management through to entry level employees.

# External contacts

Human Resources Consultancies, Industry Associations.

# Typical experience

0 - 3 years of experience (i.e. this role may be filled by either a Graduate with little commercial experience or a candidate that has performed Human Resources Administration for a number of years and is looking to further their career in human resources).

# Other comments

This role does not perform human resources related administration. Human Resources Administrators should be matched to Administration Officers Level 1 - 4 (please refer to the Finance & Administration Job Family).

# Position title: Senior Human Resources Consultant - Global Mobility Aon Position code: HRS.50606.4

**Level: 4**

**Responsible for**

Responsible for providing employee mobility advice to the organisation, working collaboratively with HR, Finance, and hiring managers to ensure the successful and streamlined relation of employees.

# Report to

Human Resources Manager or General Manager Human Resources.

# Supervises

Human Resources Consultant/Global Mobility Staff.

# Main activities

* Providing an approachable and responsive internal service to managers and employees to support international assignments and employee mobility.
* Providing guidance and advice on international assignment contracts, including terms and conditions, when required.
* Ensuring timely, accurate and reasonable offers/relocation terms are consistently provided.
* Supporting employees and managers with potential relocations/assignments and understanding of offers by offering guidance in relation to all global mobility topics, including tax queries and visa/migration issues.
* Developing, implementing and maintaining international assignment and employee mobility policies and tools for the organisation, ensuring they meet business needs and market conditions are updated as required.
* Managing internal budgets for service providers and ensuring set KPI’s are met for quality control.
* Providing timely and accurate advice to shared services regarding visa options and other related immigration issues, including business sponsor obligations and immigration compliance to the organisation, managers and employees.
* Monitoring foreign tax, legal and regulatory updates to ensure the organisation’s policy remains compliant.

# Key skills

* Strong consulting, negotiation and facilitation skills.
* In-depth knowledge of Human Resource organisational policies and practices.
* Relationship management and influencing skills.
* Excellent communication skills and highly service orientated.

# Internal contacts

Executive team, Human Resources Managers and Shared Services.

# External contacts

Relevant regulatory bodies.

# Typical experience

5+ years of expatriate or related experience, coupled with a relevant tertiary qualification.

# Other comments

# Position title: HRIS & Reporting Manager

**Aon Position code: HRS.50015.5**

**Level: 5**

**Responsible for**

Ensuring the Human Resources Information System is functioning effectively and efficiently, managing and developing reports and exports from the system to assist with both regular and ad-hoc reporting for both internal and external stakeholders.

# Report to

Functional Lead Human Resources - Generalist, Head of Human Resources.

# Supervises

May supervise a combination of Senior Human Resources Consultants, Human Resources Consultants, Human Resources Associates and/or Human Resources Administration staff, or may be an individual contributor role (‘stand-alone’ role).

# Main activities

* Ensuring the operational efficiency and effectiveness of the HR Information System with minimal operational delays and breakdowns.
* Assessing, scoping and responding to the reporting requirements of the organisation between departments and/or divisions.
* Building and running reports according to standardised schedules, and responding to ad-hoc reporting requests from across the organisation.
* Ensuring high quality data input and management via training of HR Administration Officers and other system users.
* Improving service delivery following feedback from both internal and external stakeholders and implementing solutions to better increase service delivery.
* Developing relationships, both with IT and externally, that encourage and facilitate new initiatives to support and enhance HR systems.
* Reviewing IT plans for upgrades and bug fixes and providing relevant business continuity plans as an input.

# Key skills

* Sound technical systems knowledge.
* Excellent knowledge of HR information systems and reporting tools.
* Ability to work according to strict deadlines and manage competing demands.
* High level of accuracy and attention to detail.
* Demonstrated skills using Excel/spreadsheets and advanced functions within these.

# Internal contacts

Information Technology, HRIS users, Internal Audit, Finance.

# External contacts

IT/Systems Vendors, Auditors.

# Typical experience

At least 5 - 7 years of experience in Human Resources or reporting function, coupled with relevant tertiary qualifications in Business or Computer Science.

# Other comments

# Position title: Senior HRIS & Reporting Specialist Aon Position code: HRS.50016.4

**Level: 4**

**Responsible for**

Providing support in ensuring the effectiveness and efficiency of the Human Resources Information System, and developing reports and exports from the system to assist with both regular and ad-hoc reporting for both internal and external stakeholders.

# Report to

HRIS & Reporting Manager, Functional Lead Human Resources - Generalist or Head of Human Resources.

# Supervises

May supervise Human Resources Associates or Human Resources Administration staff.

# Main activities

* Providing recommendations and solutions to minimise operational delays and breakdowns in the HR Information System.
* Building and running reports according to standardised schedules, and responding to ad-hoc reporting requests from across the organisation.
* Ensuring high quality data input and management via training of HR Administration Officers and other system users.
* Improving service delivery following feedback from both internal and external stakeholders and implementing solutions to better increase service delivery.
* Developing relationships, both with IT and externally, that encourage and facilitate new initiatives to support and enhance HR systems.
* Reviewing IT plans for upgrades and bug fixes and providing relevant business continuity plans as an input.

# Key skills

* Basic technical systems knowledge.
* In-depth knowledge of HR information systems and reporting tools.
* Ability to work according to strict deadlines and manage competing demands.
* High level of accuracy and attention to detail.
* Demonstrated skills using Excel/spreadsheets and advanced functions within these.

# Internal contacts

Information Technology, HRIS users, Internal Audit, Finance.

# External contacts

IT/Systems Vendors, Auditors.

# Typical experience

At least 5 years of experience in Human Resources or reporting function, coupled with relevant tertiary qualifications in Business or Computer Science.

# Other comments

**Position title: HRIS & Reporting Specialist**

**Aon Position code: HRS.50012.3**

**Level: 3**

**Responsible for**

Providing reports from the Human Resources Information System to assist with both regular and ad-hoc reporting for both internal and external stakeholders.

# Report to

HRIS & Reporting Manager or Functional Lead Human Resources - Generalist.

# Supervises

No supervisory responsibilities.

# Main activities

* Building and running reports according to standardised schedules, and responding to ad-hoc reporting requests from across the organisation.
* Improving service delivery following feedback from both internal and external stakeholders and implementing solutions to better increase service delivery.
* Developing relationships, both with IT and externally, that encourage and facilitate new initiatives to support and enhance HR systems.
* Reviewing IT plans for upgrades and bug fixes and providing relevant business continuity plans as an input.

# Key skills

* Basic technical systems knowledge.
* Strong knowledge of HR information systems and reporting tools.
* High level of accuracy and attention to detail.
* Demonstrated skills using Excel/spreadsheets.

# Internal contacts

Information Technology, HRIS users, Internal Audit, Finance.

# External contacts

IT/Systems Vendors, Auditors.

# Typical experience

At least 3 years of experience in Human Resources or reporting function, coupled with relevant tertiary qualifications in Business or Computer Science.

# Other comments

**Position title: Functional Lead of Human Resources - Industrial/Employee Relations Aon Position code: EXE.HR020.6**

**Level: 6**

**Responsible for**

Formulate the industrial relations strategy of the organisation and ensure compliance with industrial standards and Government regulations

# Report to

Chief Human Resources Officer, Function Heads, Business Unit Heads, Department Heads

# Supervises

Team of industrial relations professional

# Main activities

* Develop policy for departments such as employment, compensation, labour relations, and employee services, according to knowledge of company objectives, government regulations, and labor contract terms
* Ensure that HR systems and policies are in line with Government regulations

# Key skills

* Regulatory knowledge
* People management
* Stakeholder management

# Internal contacts

Chief Executive Officer, Chief HR Officer, Function Heads, Business Unit Heads, Department Heads

# External contacts

External consultants, Regulatory authorities

# Typical experience

12+ years in Human Resource management with at least 8 years in Industrial Relations

# Other comments

**Position title: Human Resources Manager - Industrial/Employee Relations Aon Position code: HRS.50505.5**

**Level: 5**

**Responsible for**

Determining, advising, implementing and managing the organisation's Industrial Relations framework and policies.

# Report to

Human Resources Director.

# Supervises

May supervise an Industrial/Employee Relations Officer or a team of Human Resources Administration Officers

# Main activities

* Advising on the organisation's strategic Industrial Relations framework.
* Interpreting and applying Enterprise Agreements (EA's) and/or Awards within the organisation.
* Communicating regularly with employee representatives to ensure clear interpretation and implementation of Enterprise Agreements and/or Awards.
* Monitoring conditions of employment and minimising industrial disputes.
* Providing specialised expert industrial relations advice to the Senior Management team.
* Providing relevant Learning & Development programs where applicable to Divisional Managers.
* Maintaining Industrial Relations records and other relevant material.
* Assisting with enterprise bargaining, advocacy and negotiations with unions and other external bodies.

# Key skills

* Ability to represent the organisation at negotiations with Unions or Employer bodies.
* Strong knowledge of both historical and recent developments in Australian Industrial Relations.
* Strong knowledge of relevant Federal and State Awards
* Solid experience in the development and implementation of Enterprise Agreements.

# Internal contacts

Employee representatives, Divisional Managers, Company Secretary/Legal Officers, Occupational Health & Safety Officers.

# External contacts

Unions, Federal and State government bodies, organisations (E.g. Industrial Relations Commission), employee groups, legal advisers.

# Typical experience

1. - 10 years of experience in Industrial Relations or Human Resources coupled with relevant tertiary qualifications.

# Other comments

**Position title: Senior Human Resources Consultant - Industrial/Employee Relations Aon Position code: HRS.50506.4**

**Level: 4**

**Responsible for**

Advising and implementing the organisation's Industrial Relations framework and policies.

# Report to

Depending on organisational structure, Head of Human Resources, Functional Lead of Human Resources or Human Resources Manager.

# Supervises

May supervise an Industrial Relations Officer or a team of Human Resources Administration Officers

# Main activities

* + Advising on the organisation's Industrial Relations framework.
  + Applying Enterprise Agreements (EA's) and/or Awards within the organisation.
  + Communicating occasionally with employee representatives to ensure clear interpretation and implementation of Enterprise Agreements and/or Awards.
  + Assisting in monitoring conditions of employment and minimising industrial disputes.
  + Providing relevant Learning & Development programs where applicable to Divisional Managers.
  + Maintaining Industrial Relations records and other relevant material.
  + Assisting with enterprise bargaining, advocacy and negotiations with unions and other external bodies.

# Key skills

* + In-depth knowledge of both historical and recent developments in Australian Industrial Relations.
  + In-depth knowledge of relevant Federal and State Awards.
  + Extensive experience in the development and implementation of Enterprise Agreements.

# Internal contacts

Employee representatives, Divisional Managers, Company Secretary/Legal Officers, Occupational Health & Safety Officers.

# External contacts

Unions, Federal and State government bodies, organisations (E.g. Industrial Relations Commission), employee groups, legal advisers.

# Typical experience

5+ years of experience in Industrial Relations or Human Resources coupled with relevant tertiary qualifications.

# Other comments

**Position title: Functional Lead of Human Resources - Leadership & Organisational Development Aon Position code: HRS.50503.6**

**Level: 6**

**Responsible for**

Owner of the development and operational delivery of the organisation's Leadership and Organisational Development strategy through a team of Leadership and Organisational Development Managers, Specialists and business unit specific HR Business Partners.

# Report to

Human Resources Director or Head of Human Resources.

# Supervises

Learning and Development Managers, Leadership Development Specialists, Organisational Development Consultants.

# Main activities

* + Working along side the Human Resources Director to diagnose, build and implement organisational capability, culture, leadership and management development, talent management and employee engagement initiatives and long term strategies for Executive groups in line with business strategy.
  + Researching issues and developing policies practices, programs and solutions to resolve strategic organisational culture and engagement issues.
  + Providing interpretation and counsel regarding best practices and data gathered in the organisational culture, leadership development, and talent management and employee engagement arenas.
  + Managing all professional development activity including the build and delivery of internally delivered leadership and management development programs and curricular.
  + Liaising and collaborating with leaders in the broader HR function to ensure alignment between HR groups and build organisationally appropriate and strategically aligned solutions.
  + Act as the primary Leadership and Organisational Development contact for Senior Leaders and Executives in the organisation.

# Key skills

* + Team management and leadership.
  + Strategy development.
  + Budgetary management.
  + Strong business knowledge and understanding.
  + Best practice knowledge in talent management, culture definition, performance measurement, leadership and all aspects of Organisational Development.
  + Strong influencing and relationship building skills.
  + Ability to interact and influence on a strategic level.
  + Business partnering capability.

# Internal contacts

Close contact at all levels, focussing at middle to senior management including Executive and CEO contact.

# External contacts

Consultancies, vendors, industry contacts.

# Typical experience

At least 10 years of experience in HR coupled with a relevant tertiary qualification (may have additional post graduate qualification)

# Other comments

This role manages a specialist HR function within a large organisation.

# Position title: Human Resources Manager - Leadership & Organisational Development Aon Position code: HRS.50605.5

**Level: 5**

**Responsible for**

Operational development and facilitation (delivery) of project streams which constitute key elements of the company’s Leadership/Management Development strategy.

# Report to

Head of Organisational Development in a large organisation (or Head of HR or Learning and Development Manager in medium or small organisations).

# Supervises

Learning and Development administrative staff, potentially junior or less experienced Leadership or Learning and Development Facilitators or Consultants.

# Main activities

* + Working along side the head of department to diagnose, build and deliver leadership and management development initiatives for business leaders in line with business and HR strategy
  + Researching issues and developing programs and solutions to resolve strategic department specific or individual development needs within Leadership and Management
  + Facilitating/delivering all internally delivered leadership and management development programs and curricular
  + Provision of coaching and one on one development on Leadership and Management topics
  + Act as the primary Leadership Development contact for Front line to Senior Leaders in the organisation.

# Key skills

* + Ability to interact at all levels.
  + Advanced facilitation skills.
  + Advanced coaching skills.
  + Advanced instructional design/ program design/ writing skills.
  + Business partnering ability.
  + Advanced influencing skills.

# Internal contacts

All levels of the organisation

# External contacts

Consultancies, vendors, industry contacts.

# Typical experience

1. years of experience in Learning and Development/ facilitation, 4 of which specifically within the Leadership Development space, and significant personal experience of leading teams.

# Other comments

**Position title: Functional Lead of Human Resources - Learning & Development Aon Position code: HRS.50203.6**

**Level: 6**

**Responsible for**

Providing business partnering to a business unit and/or corporate client group within a large organisation, and owning responsibility for the delivery of the Learning and Development strategy and operations through a team of Learning and Development Managers.

# Report to

Head of Human Resources.

# Supervises

Learning & Development Managers, Learning & Development Consultants and Trainers.

# Main activities

* + Working with Executive/Strategic Management groups to build and implement Learning & Development solutions in line with business strategy.
  + Managing the delivery of all Learning & Development activities including, training needs analysis, training delivery, training vendor relationship management, course participation management, training logistics, and/or other services.
  + Liaising with subject matter experts within the broader Human Resources function (e.g. recruitment, compensation & benefits etc.) to build client proposals and solutions within the business unit or corporate client group.
  + Identifying and delivering long-term strategies within the Learning & Development environment.
  + Providing interpretation and counsel to Executive/Strategic Management regarding Learning & Development policies, programs and practices.
  + Researching issues and developing solutions to resolve strategic Learning & Development business issues.
  + Developing and implementing new Learning & Development policies, practices and programs to meet organisational and Executive/Strategic Management needs.
  + Acting as the primary Learning & Development contact for the most Executive/Strategic Managers in the organisation.

# Key skills

* + Management, leadership, team building, consulting, negotiation and facilitation skills.
  + Expert knowledge of Human Resource organisational policies and practices.
  + Expert knowledge of Learning & Development best practice.
  + Strategic business knowledge and understanding.
  + Strong relationship management and influencing skills.
  + Excellent communication skills and highly service orientated.
  + Knowledge of current employment legislation and ‘Employer of Choice’ practices.
  + Business partnering capability.
  + Ability to interact and influence at an Executive/Strategic level.

# Internal contacts

Close contact at all levels of the organisation although most contact would be at an Executive/Strategic management level.

# External contacts

Human Resources/Training Consultancies, Vendors, Educational and Training Institutes.

# Typical experience

10+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

# Other comments

This role manages a specialist Human Resources operation within a large organisation.

# Position title: Human Resources Manager - Learning & Development Aon Position code: HRS.50205.5

**Level: 5**

**Responsible for**

Providing business partnering to an organisation and/or business unit, and owning Learning & Development functional responsibility.

# Report to

Depending on organisational size and structure, Head of Human Resources or Functional Lead of Learning & Development within large organisations.

# Supervises

Depending on organisational size and structure, may supervise a combination of Senior Learning & Development Consultants, Learning & Development Consultants, Human Resources Associates and/or Human Resources Administration staff, or may be an individual contributor role (‘stand-alone’ role).

# Main activities

* + Working with Executive/Strategic Management to build and implement Learning & Development solutions in line with business strategy.
  + Managing the delivery of recommendations and solutions covering specific areas of Learning & Development including, training needs analysis, training delivery, training vendor relationship management, course participation management, training logistics, and/or other services.
  + Identifying areas of long-term strategic development within the Learning & Development environment.
  + Providing interpretation and counsel to Executive/Strategic Management regarding Learning & Development policies, programs and practices.
  + Researching issues and developing solutions to resolve strategic Learning & Development business issues.
  + Developing and implementing new Learning & Development policies, practices and programs to meet organisational and Executive/Strategic Management needs.

# Key skills

* + Management, leadership, team building, consulting, negotiation and facilitation skills.
  + Expert knowledge of human resource organisational policies and practices.
  + Expert knowledge of Learning & Development best practice.
  + Strategic business knowledge and understanding.
  + Strong relationship management and influencing skills.
  + Excellent communication skills and highly service orientated.
  + Knowledge of current employment legislation and ‘Employer of Choice’ practices.
  + Business partnering capability.
  + Ability to interact at an executive/strategic level.

# Internal contacts

Close contact at all levels of the organisation.

# External contacts

Human Resources/ Training Consultancies, Vendors, Educational and Training Institutes.

# Typical experience

8+ years of experience in human resources, coupled with a relevant tertiary qualification.

# Other comments

**Position title: Senior Human Resources Consultant - Learning & Development Aon Position code: HRS.50206.4**

**Level: 4**

**Responsible for**

Providing business partnering to an organisation, and/or business unit on a range of Learning & Development policies, programs and practices.

# Report to

Depending on organisational structure, Head of Human Resources, Functional Lead of Learning & Development or Human Resources Manager.

# Supervises

May supervise Human Resources Associates or Human Resources Administration staff.

# Main activities

* + Working with Line Management groups to build and implement Learning & Development solutions in line with business needs.
  + Providing recommendations and solutions covering specific areas of Learning & Development, including training needs analysis, training delivery, training vendor relationship management, course participation management, training logistics, and/or other services.
  + Providing interpretation and counsel to Line Management regarding Learning & Development policies, programs and practices.
  + Researching issues and developing Learning & Development solutions to resolve business issues.
  + Developing and implementing new Learning & Development policies, practices and programs to meet organisational and Line Management needs.

# Key skills

* + Strong consulting, negotiation and facilitation skills.
  + In-depth knowledge of Human Resource organisational policies and practices.
  + Strong knowledge of adult learning principles and the ability to develop and deliver Learning & Development programs.
  + Business knowledge and understanding.
  + Relationship management and influencing skills.
  + Excellent communication skills and highly service orientated.
  + Knowledge of current employment legislation and ‘Employer of Choice’ practices.
  + Business partnering capability.

# Internal contacts

Close contact at all levels of the organisation.

# External contacts

Human Resources/ Training Consultancies, Vendors, Educational and Training Institutes

# Typical experience

5+ years of experience in human resources, coupled with a relevant tertiary qualification.

# Other comments

Depending on organisational structure, this role may be a stand-alone Learning & Development position that combines strategic and operational tasks and is responsible for aligning activities with the business plan. Alternatively, this role may be part of a human resources team structure containing senior human resource strategic lead roles (e.g. Head of Human Resources, Functional Lead of Human Resources or Human Resources Manager).

# Position title: Human Resources Consultant - Learning & Development Aon Position code: HRS.50202.3

**Level: 3**

**Responsible for**

Providing assistance and guidance to Line Management, using technical and professional skills/knowledge, on a range of Learning & Development policies, programs and practices.

# Report to

Depending on organisational structure, Head of Human Resources, Functional Lead of Human Resources or Human Resources Manager.

# Supervises

No supervisory responsibilities.

# Main activities

* + Providing services covering specific areas of Learning & Development, including training needs analysis, training delivery, training vendor relationship management, course participation management, training logistics, and other services.
  + Providing interpretation and counsel to Line Management regarding Learning & Development policies, programs and practices.
  + Researching Learning & Development issues and developing recommendations to resolve Line Management issues.
  + Identifying, developing and implementing new Learning & Development policies, practices and programs to meet organisational and Line Management needs.

# Key skills

* + Consulting and negotiation skills.
  + Knowledge of adult learning principles and the ability to deliver training programs.
  + In-depth knowledge of Learning & Development best practice.
  + Knowledge of human resource organisational policies and practices.
  + Relationship management and influencing skills.
  + Excellent communication skills and highly service orientated.
  + Knowledge of current employment legislation and ‘Employer of Choice’ practices.

# Internal contacts

Close contact at all levels of the organisation.

# External contacts

Human Resources/Training Consultancies, Vendors, Educational & Training Institutes.

# Typical experience

3+ years of experience in human resources, coupled with a relevant tertiary qualification.

# Other comments

**Position title: Trainer/Training Facilitator - Learning & Development Aon Position code: HRS.50212.3**

**Level: 3**

**Responsible for**

Ensuring high quality training is delivered across the business.

# Report to

Training Manager, Human Resources Manager - Learning and Development.

# Supervises

No supervisory responsibilities.

# Main activities

* + Contribute to the delivery and evaluation of training programs.
  + Conduct training delivery.
  + Provide input on design and development of training materials.
  + Work as part of the Learning and Development team to ensure training records are kept up to date.
  + Support managers on coaching strategies and ability to demonstrate stakeholder management skills.
  + Ensure that all company’s policies and procedures are implemented and complied with.
  + Conduct evaluations on training, including reporting on effectiveness.

# Key skills

* + Certificate IV in Training & Assessment (or equivalent).
  + Experience in coordinating and delivering learning and training.
  + Well-developed communication and presentation skills.

# Internal contacts

All employees.

# External contacts Typical experience

3+ years training experience coupled with relevant tertiary qualification.

# Other comments

**Position title: Functional Lead of Work Health & Safety Aon Position code: HRS.50405.6**

**Level: 6**

**Responsible for**

Providing business partnering to a business unit and/or corporate client group within a large organisation and owning responsibility for the delivery of the Work Health & Safety and operations through a team of Work Health & Safety Managers.

# Report to

Head of Human Resources, Chief Executive Officer

# Supervises

Senior Occupational Health & Safety Consultants, Human Resources Associates and/or Human Resources Administration staff

# Main activities

* + Working with Executive/Strategic Management groups to build and implement Work Health & Safety solutions in line with business strategy.
  + Managing the delivery of all Work Health & Safety activities including, training needs analysis, training delivery, training vendor relationship management, course participation management, training logistics, and/or other services.
  + Liaising with subject matter experts within the broader Human Resources function (e.g. recruitment, compensation & benefits etc.) to build client proposals and solutions within the business unit or corporate client group.
  + Identifying and delivering long-term strategies within the Work Health & Safety environment.
  + Providing interpretation and counsel to Executive/Strategic Management regarding Work Health & Safety policies, programs and practices.
  + Researching issues and developing solutions to resolve strategic Work Health & Safety business issues.
  + Developing and implementing new Work Health & Safety policies, practices and programs to meet organisational and Executive/Strategic Management needs.
  + Acting as the primary Work Health & Safety contact for the most Executive/Strategic Managers in the organisation.

# Key skills

* + Management, leadership, team building, consulting, negotiation and facilitation skills.
  + Expert knowledge of human resource organisational policies and practices.
  + Expert knowledge of Occupational Health & Safety best practice.
  + Strategic business knowledge and understanding.
  + Strong relationship management and influencing skills.
  + Excellent communication skills and highly service orientated.
  + Knowledge of current employment legislation and ‘Employer of Choice’ practices.
  + Business partnering capability.
  + Ability to interact at an executive/strategic level.

# Internal contacts

Close contact at all levels of the organisation.

# External contacts

Work Cover, Business Council of Australia, Environmental Protection Agency and other Professional Associations.

# Typical experience

10+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

# Other comments

Alternative Title(s): General Manager/Group - Work, Health & Safety

# Position title: Human Resources Manager - Work Health & Safety Aon Position code: HRS.50405.5

**Level: 5**

**Responsible for**

Providing business partnering to an organisation and/or business unit, and owning Occupational Health & Safety and Workers Compensation functional responsibility.

# Report to

Depending on organisational size and structure, Head of Human Resources or Functional Lead of Occupational Health & Safety within large organisations.

# Supervises

Depending on organisational size and structure, may supervise a combination of Senior Occupational Health & Safety Consultants, Human Resources Associates and/or Human Resources Administration staff, or may be an individual contributor role (‘stand-alone’ role).

# Main activities

* + Working with Executive/Strategic Management to build and implement Occupational Health & Safety solutions in line with business strategy.
  + Managing the delivery of recommendations and solutions covering specific areas of Occupational Health & Safety including, Workers’ Compensation, accidents and injuries investigation, corrective and preventative measures, organisational facility inspections, while complying with local, state and federal rules and regulations.
  + Identifying areas of long-term strategic development within the Occupational Health & Safety environment.
  + Providing interpretation and counsel to Executive/Strategic Management regarding Occupational Health & Safety policies, programs and practices.
  + Researching issues and developing solutions to resolve strategic Occupational Health & Safety issues.
  + Developing and implementing new Occupational Health & Safety policies, practices and programs to meet organisational and Executive/Strategic Management needs.

# Key skills

* + Management, leadership, team building, consulting, negotiation and facilitation skills.
  + Expert knowledge of human resource organisational policies and practices.
  + Expert knowledge of Occupational Health & Safety best practice.
  + Strategic business knowledge and understanding.
  + Strong relationship management and influencing skills.
  + Excellent communication skills and highly service orientated.
  + Knowledge of current employment legislation and ‘Employer of Choice’ practices.
  + Business partnering capability.
  + Ability to interact at an executive/strategic level.

# Internal contacts

Close contact at all levels of the organisation.

# External contacts

Work Cover, Business Council of Australia, Environmental Protection Agency and other Professional Associations.

# Typical experience

8+ years of experience in human resources, coupled with a relevant tertiary qualification.

# Other comments

**Position title: Senior Human Resources Consultant - Work Health & Safety Aon Position code: HRS.50406.4**

**Level: 4**

**Responsible for**

Providing business partnering to an organisation, and/or business unit on Occupational Health and Safety policies, programs and practices.

# Report to

Depending on organisational structure, Head of Human Resources, Functional Lead of Occupational Health and Safety or Human Resources Manager.

# Supervises

No supervisory responsibilities.

# Main activities

* + Working with Line Management groups to build and implement Occupational Health and Safety solutions in line with business needs.
  + Providing recommendations and solutions covering specific areas of Occupational Health and Safety including Workers’ Compensation, accidents and injuries investigation, corrective and preventative measures, organisational facility inspections, while complying with local, state and federal rules and regulations.
  + Providing interpretation and counsel to Line Management regarding Occupational Health and Safety policies, programs and practices.
  + Researching issues and developing solutions to resolve business issues.
  + Developing and implementing new Occupational Health and Safety policies, practices and programs to meet organisational and Line Management needs.

# Key skills

* + Strong consulting, negotiation and facilitation skills
  + In-depth knowledge of Human Resource organisational policies and practices
  + Strong knowledge of adult learning principles and the ability to develop and deliver Occupational Health and Safety programs.
  + Business knowledge and understanding.
  + Relationship management and influencing skills.
  + Excellent communication skills and highly service orientated
  + Knowledge of current employment legislation and ‘Employer of Choice’ practices
  + Business partnering capability

# Internal contacts

Close contact at all levels of the organisation.

# External contacts

Work Cover, Business Council of Australia, Environmental Protection Agency and other Professional Associations.

# Typical experience

5+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

# Other comments

**Position title: Human Resources Consultant - Work Health & Safety Aon Position code: HRS.50402.3**

**Level: 3**

**Responsible for**

Providing assistance and guidance to Line Management, using technical and professional skills/knowledge, on a range of Occupational Health & Safety policies, programs and practices.

# Report to

Depending on organisational structure, Head of Human Resources, Functional Lead of Human Resources or Human Resources Manager.

# Supervises

No supervisory responsibilities.

# Main activities

* + Providing services covering specific areas of Occupational Health & Safety, including Workers’ Compensation, accidents and injuries investigation, corrective and preventative measures, organisational facility inspections, while complying with local, state and federal rules and regulations.
  + Providing interpretation and counsel to Line Management regarding Occupational Health & Safety policies, programs and practices.
  + Researching Occupational Health & Safety issues and developing recommendations to resolve Line Management issues.
  + Identifying, developing and implementing new Occupational Health & Safety policies, practices and programs to meet organisational and Line Management needs.

# Key skills

* + Consulting and negotiation skills.
  + Knowledge of Human Resource organisational policies and practices.
  + In-depth knowledge of Occupational Health & Safety best practice.
  + Relationship management and influencing skills.
  + Excellent communication skills and highly service orientated.
  + Knowledge of current employment legislation and ‘Employer of Choice’ practices.

# Internal contacts

Close contact at all levels of the organisation.

# External contacts

Work Cover, Business Council of Australia, Environmental Protection Agency and other Professional Associations.

# Typical experience

3+ years of experience in human resources, coupled with a relevant tertiary qualification.

# Other comments

**Position title: Functional Lead of Human Resources - Recruitment Aon Position code: HRS.50303.6**

**Level: 6**

**Responsible for**

Providing business partnering to a business unit and/or corporate client group within a large organisation, and owning responsibility for the delivery of the Recruitment strategy and operations through a team of Recruitment Managers.

# Report to

Head of Human Resources.

# Supervises

Recruitment Managers and Recruitment Consultants.

# Main activities

* + Working with Executive/Strategic Management groups to build and implement recruitment solutions in line with business strategy.
  + Managing the delivery of all recruitment activities including: organisational Resourcing needs analysis, recruitment market trends analysis, candidate selection, vendor management, analysis of recruitment metrics, and other recruitment services.
  + Liaising with subject matter experts within the broader Human Resources function (e.g. Learning & Development, Compensation & Benefits etc.) to provide consultancy and advice within the business unit or corporate client group.
  + Providing interpretation and counsel to Executive/Strategic Management regarding recruitment policies, programs and practices.
  + Researching issues and developing solutions to resolve strategic recruitment business issues.
  + Developing and implementing new recruitment policies, practices and programs to meet organisational and Executive/Strategic Management needs.
  + Acting as the primary recruitment contact for most Executive/Strategic Managers in the organisation.

# Key skills

* + Management, leadership, team building, consulting, negotiation and facilitation skills.
  + Expert knowledge of Human Resource organisational policies and practices.
  + Expert knowledge of recruitment best practice.
  + Strategic business knowledge and understanding.
  + Strong relationship management and influencing skills.
  + Excellent communication skills and highly service orientated.
  + Knowledge of current employment legislation and ‘Employer of Choice’ practices.
  + Business partnering capability.
  + Ability to interact and influence at an executive/strategic level.

# Internal contacts

Close contact at all levels of the organisation although most contact would be at an executive/strategic management level.

# External contacts

Recruitment Consultancies.

# Typical experience

10+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

# Other comments

This role manages a specialist Human Resources operation within a large organisation.

# Position title: Human Resources Manager - Recruitment Aon Position code: HRS.50305.5

**Level: 5**

**Responsible for**

Providing business partnering to an organisation and/or business unit, and owning Recruitment functional responsibility.

# Report to

Depending on organisational size and structure, Head of Human Resources or Recruitment Functional Lead within large organisations.

# Supervises

Depending on organisational size and structure, may supervise a combination of Senior Recruitment Consultants, Recruitment Consultants, Human Resources Associates and/or Human Resources Administration staff, or may be an individual contributor role (‘stand-alone’ role).

# Main activities

* + Working with Executive/Strategic Management to build and implement recruitment solutions in line with business strategy.
  + Managing the delivery of recommendations and solutions covering specific areas of recruitment including organisational resourcing needs analysis, recruitment market trends analysis, candidate selection, vendor management, analysis of recruitment metrics, and/or other recruitment services.
  + Providing interpretation and counsel to Executive/Strategic Management regarding recruitment policies, programs and practices.
  + Researching issues and developing solutions to resolve strategic recruitment business issues.
  + Developing and implementing new recruitment policies, practices and programs to meet organisational and Executive/Strategic Management needs.

# Key skills

* + Management, leadership, team building, consulting, negotiation and facilitation skills.
  + Expert knowledge of Human Resource organisational policies and practices.
  + Expert knowledge of recruitment best practice.
  + Strategic business knowledge and understanding.
  + Strong relationship management and influencing skills.
  + Excellent communication skills and highly service orientated.
  + Knowledge of current employment legislation and ‘Employer of Choice’ practices.
  + Business partnering capability.
  + Ability to interact at an executive/strategic level.

# Internal contacts

Close contact at all levels of the organisation.

# External contacts

Recruitment Consultancies.

# Typical experience

8+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

# Other comments

**Position title: Senior Human Resources Consultant - Recruitment Aon Position code: HRS.50306.4**

**Level: 4**

**Responsible for**

Providing business partnering to an organisation, and/or business unit on a range of recruitment policies, programs and practices.

# Report to

Depending on organisational structure, Head of Human Resources, Functional Lead of Recruitment or Human Resources Manager.

# Supervises

May supervise Human Resources Associates or Human Resources Administration staff.

# Main activities

* + Working with Line Management groups to build and implement recruitment solutions in line with business needs.
  + Providing recommendations and solutions covering specific areas of recruitment, including organisational resourcing needs analysis, recruitment market trends analysis, candidate selection, vendor management, analysis of recruitment metrics, and/or other recruitment services.
  + Providing interpretation and counsel to Line Management regarding recruitment policies, programs and practices.
  + Researching issues and developing recruitment solutions to resolve business issues.
  + Developing and implementing new recruitment policies, practices and programs to meet organisational and Line Management needs.

# Key skills

* + Strong consulting, negotiation and facilitation skills.
  + In-depth knowledge of Human Resource organisational policies and practices.
  + Strong interviewing and role analysis skills.
  + Understanding of recruitment best practices.
  + Business knowledge and understanding.
  + Relationship management and influencing skills.
  + Excellent communication skills and highly service orientated.
  + Knowledge of current employment legislation and ‘Employer of Choice’ practices.
  + Business partnering capability.

# Internal contacts

Close contact at all levels of the organisation.

# External contacts

Recruitment Consultancies

# Typical experience

5+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

# Other comments

Depending on organisational structure, this role may be a stand-alone Recruitment position that combines strategic and operational tasks and is responsible for aligning activities with the business plan. Alternatively, this role may be part of a Human Resources team structure containing senior Human Resource strategic lead roles (e.g. Head of Human Resources, Functional Lead of Human Resources or Human Resources Manager).

# Position title: Human Resources Consultant - Recruitment Aon Position code: HRS.50302.3

**Level: 3**

**Responsible for**

Providing assistance and guidance to Line Management, using technical and professional skills/knowledge, on a range of Recruitment policies, programs and practices.

# Report to

Depending on organisational structure, Head of Human Resources, Functional Lead of Human Resources or Human Resources Manager.

# Supervises

No supervisory responsibilities.

# Main activities

* + Providing services covering specific areas of recruitment, including organisational resourcing needs analysis, recruitment market trends analysis, candidate selection, vendor management, analysis of recruitment metrics, and/or other recruitment services.
  + Providing interpretation and counsel to Line Management regarding recruitment policies, programs and practices (e.g. EEO, affirmative action).
  + Researching recruitment issues and developing recommendations to resolve Line Management issues.
  + Identifying, developing and implementing new recruitment policies, practices and programs to meet organisational and Line Management needs.

# Key skills

* + Consulting and negotiation skills.
  + Knowledge of Human Resources organisational policies and practices.
  + Interviewing skills and an understanding of Recruitment ‘best practice’.
  + Relationship management and influencing skills
  + Excellent communication skills and highly service orientated.
  + Knowledge of current employment legislation and ‘Employer of Choice’ practices.

# Internal contacts

Close contact at all levels of the organisation.

# External contacts

Recruitment Consultancies.

# Typical experience

3+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

# Other comments

**Position title: Functional Lead of Human Resources - Remuneration & Benefits Aon Position code: HRS.50103.6**

**Level: 6**

**Responsible for**

Providing business partnering to a business unit and/or corporate client group within a large organisation, and owning responsibility for the delivery of Compensation and Benefits strategy and operations through a team of Compensation & Benefits Managers.

# Report to

Head of Human Resources.

# Supervises

Compensation & Benefits Managers and Compensation & Benefits Consultants.

# Main activities

* + Working with Executive/Strategic Management groups to build and implement Compensation & Benefits solutions in line with business strategy.
  + Managing the delivery of all Compensation & Benefits activities, including salary planning, market analysis, job design, variable pay planning, benefit planning, vendor relationship management, and/or other services.
  + Liaising with subject matter experts within the broader Human Resources function (e.g. Recruitment, Learning and Development etc.) to provide consultancy and advice within the business unit or corporate client group.
  + Identifying and delivering long-term strategies within the Compensation & Benefits environment.
  + Providing interpretation and counsel to Executive/Strategic Management regarding Compensation & Benefits policies, programs and practices.
  + Researching issues and developing solutions to resolve strategic Compensation & Benefits business issues.
  + Developing and implementing new Compensation & Benefits policies, practices and programs to meet organisational and Executive/Strategic Management needs.
  + Managing the Compensation & Benefits issues for the most Executive/Strategic Managers in the organisation.

# Key skills

* + Management, leadership, team building, consulting, negotiation and facilitation skills.
  + Expert knowledge of Human Resource organisational policies and practices.
  + Expert knowledge of Compensation & Benefits trends, best practice and future direction.
  + Strategic business knowledge and understanding.
  + Strong relationship management and influencing skills.
  + Excellent communication skills and highly service orientated.
  + Knowledge of current employment legislation and ‘Employer of Choice’ practices.
  + Business partnering capability.
  + Ability to interact and influence at an executive/strategic level.

# Internal contacts

Close contact at all levels of the organisation although most contact would be at an executive/strategic management level.

# External contacts

Remuneration Consultancies, Vendors, Industry Associations.

# Typical experience

10+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

# Other comments

This role manages a specialist Human Resources operation within a large organisation.

# Position title: Human Resources Manager - Remuneration & Benefits Aon Position code: HRS.50105.5

**Level: 5**

**Responsible for**

Providing business partnering to an organisation and/or business unit, and owning Compensation & Benefits functional responsibility.

# Report to

Depending on organisational size and structure, Head of Human Resources or Functional Lead of Compensation & Benefits within large organisations.

# Supervises

Depending on organisational size and structure, may supervise a combination of Senior Compensation & Benefits Consultants, Compensation & Benefits Consultants, Human Resources Associates and/or Human Resources Administration staff, or may be an individual contributor role (‘stand-alone’ role).

# Main activities

* + Working with Executive/Strategic Management to build and implement Compensation & Benefits solutions in line with business strategy.
  + Managing the delivery of recommendations and solutions covering specific areas of Compensation & Benefits, including salary planning, market analysis, job design, variable pay planning, benefit planning, vendor relationship management, or other services.
  + Identifying areas of long-term strategic development within the Compensation & Benefits environment.
  + Providing interpretation and counsel to Executive/Strategic Management regarding Compensation & Benefits policies, programs and practices.
  + Researching issues and developing Compensation & Benefits solutions to resolve strategic business issues.
  + Developing and implementing new Compensation & Benefits policies, practices and programs to meet organisational and Executive/Strategic Management needs.

# Key skills

* + Management, leadership, team building, consulting, negotiation and facilitation skills.
  + Expert knowledge of Human Resource organisational policies and practices.
  + Expert knowledge of Compensation & Benefits best practice.
  + Strategic business knowledge and understanding.
  + Strong relationship management and influencing skills.
  + Excellent communication skills and highly service orientated.
  + Knowledge of current employment legislation and ‘Employer of Choice’ practices.
  + Business partnering capability.
  + Ability to interact at an executive/strategic level.

# Internal contacts

Close contact at all levels of the organisation.

# External contacts

Human Resources Consultancies, Vendors, Unions, Industry Associations.

# Typical experience

8+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

# Other comments

**Position title: Senior Human Resources Consultant - Remuneration & Benefits Aon Position code: HRS.50106.4**

**Level: 4**

**Responsible for**

Providing business partnering to an organisation, and/or business unit on Compensation & Benefits policies, programs and practices.

# Report to

Depending on organisational structure, Head of Human Resources, Functional Lead of Compensation & Benefits or Human Resources Manager.

# Supervises

May supervise Human Resources Associates or Human Resources Administration staff.

# Main activities

* + Working with Line Management groups to build and implement Compensation & Benefits solutions in line with business needs.
  + Providing recommendations and solutions covering specific areas of Compensation & Benefits, including salary planning, market analysis, job design, variable pay planning, benefit planning, vendor relationship management, and/or other services.
  + Providing interpretation and counsel to Line Management regarding Compensation & Benefits policies, programs and practices.
  + Researching issues and developing solutions to resolve business issues.
  + Developing and implementing new Compensation & Benefits policies, practices and programs to meet organisational and Line Management needs.

# Key skills

* + Strong consulting, negotiation and facilitation skills.
  + In-depth knowledge of organisational policies and practices.
  + Strong knowledge of Compensation & Benefits best practice.
  + Advanced numeracy, analysis and spreadsheet skills.
  + Business knowledge and understanding.
  + Relationship management and influencing skills.
  + Excellent communication skills and highly service orientated.
  + Knowledge of current employment legislation and ‘Employer of Choice’ practices.
  + Business partnering capability.

# Internal contacts

Close contact at all levels of the organisation.

# External contacts

Human Resources Consultancies, Vendors, Unions, Industry Associations.

# Typical experience

5+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

# Other comments

Depending on organisational structure, this role may be a stand-alone Compensation & Benefits position that combines strategic and operational tasks and is responsible for aligning activities with the business plan. Alternatively, this role may be part of a Human Resources team structure containing senior Human Resource strategic lead roles (e.g. Head of Human Resources, Functional Lead of Human Resources or Human Resources Manager).

# Position title: Human Resources Consultant - Remuneration & Benefits Aon Position code: HRS.50102.3

**Level: 3**

**Responsible for**

Providing assistance and guidance to Line Management, using technical and professional skills/knowledge, on a range of Compensation & Benefits policies, programs and practices.

# Report to

Depending on organisational structure, Head of Human Resources, Functional Lead of Human Resources or Human Resources Manager.

# Supervises

No supervisory responsibilities.

# Main activities

* + Providing services covering specific areas of Compensation & Benefits, including salary planning, market analysis, job design, variable pay planning, benefit planning, vendor relationship management, and/or other services.
  + Providing interpretation and counsel to Line Management regarding Compensation & Benefits policies, programs and practices.
  + Researching Compensation & Benefits issues and developing recommendations to resolve Line Management issues.
  + Developing and implementing new Compensation & Benefits policies, practices and programs to meet organisational and Line Management needs.

# Key skills

* + Consulting and negotiation skills.
  + Advanced numeracy, analysis and spreadsheet skills.
  + In-depth knowledge of Compensation & Benefits best practice.
  + Knowledge of Human Resource organisational policies and practices.
  + Relationship management and influencing skills.
  + Excellent communication skills and highly service orientated.
  + Knowledge of current employment legislation and ‘Employer of Choice’ practices.

# Internal contacts

Close contact at all levels of the organisation.

# External contacts

Human Resources Consultancies, Vendors, Industry Associations.

# Typical experience

3+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

# Other comments

**Position title: Functional Lead of Human Resources - Diversity & Inclusion Aon Position code: HRS.80001.6**

**Level: 6**

**Responsible for**

Providing business partnering to a business unit and/or corporate client group within a large organisation, and owning responsibility for the delivery of the Diversity & Inclusion strategy and operations through a team of Learning and Development Managers.

# Report to

Head of Human Resources and/or General Manager/Business Manager of a Business Unit.

# Supervises

Diversity & Inclusion Human Resources Managers & Consultants.

# Main activities

* + Working with Executive/Strategic Management groups within a large organisation to build and implement Diversity & Inclusion solutions in line with the business strategy.
  + Identifying and delivering long-term Diversity & Inclusion strategies
  + Providing interpretation and counsel to Executive/Strategic Management regarding Diversity & Inclusion policies, programs and practices.
  + Researching issues and developing solutions to resolve strategic business issues.
  + Developing and implementing new diversity and inclusion policies, practices and programs
  + Managing Generalist Human Resources issues involving the most Executive/Strategic Managers in the organisation.

# Key skills

* + Management, leadership, team building, consulting, negotiation and facilitation skills.
  + Expert knowledge of Diversity & Inclusion organisational policies and practices.
  + Expert knowledge of Diversity & Inclusion trends, best practice and future direction.
  + Strategic business knowledge and understanding.
  + Strong relationship management and influencing skills.
  + Excellent communication skills and highly service orientated.
  + Knowledge of current employment legislation and ‘Employer of Choice’ practices.
  + Business partnering capability.
  + Ability to interact and influence at an executive/strategic level.

# Internal contacts

Close contact at all levels of the organisation, although most contact would be at an executive/strategic management level.

# External contacts

Human Resources Consultancies, Vendors, Unions, Industry Associations.

# Typical experience

10+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

# Other comments

This role specialises in Diversity & Inclusion, for generalist HR roles please match to HRS.50003.6 - Functional Lead of Human Resources - Generalist

# Position title: Human Resources Manager - Diversity & Inclusion Aon Position code: HRS.80001.5

**Level: 5**

**Responsible for**

Providing business partnering to an organisation and/or business unit, and owning Diversity & Inclusion functional responsibility.

# Report to

Functional Lead of Human Resources - Diversity & Inclusion or Human Resources Manager.

# Supervises

Diversity & Inclusion Human Resources Consultants or Human Resources Consultants

# Main activities

* + Working with Executive/Strategic Management to build and implement human resources solutions in line with business strategy.
  + Identifying areas of long-term Diversity & Inclusion strategic development initiatives
  + Providing interpretation and counsel to Executive/Strategic Management regarding Diversity & Inclusion policies, programs and practices.
  + Researching issues and developing solutions to resolve strategic business issues.
  + Developing and implementing new diversity and inclusion policies, practices and programs

# Key skills

* + Management, leadership, team building, consulting, negotiation and facilitation skills.
  + Expert knowledge of Diversity & Inclusion policies and practices.
  + Strategic business knowledge and understanding.
  + Strong relationship management and influencing skills.
  + Excellent communication skills and highly service orientated.
  + Knowledge of current employment legislation and ‘Employer of Choice’ practices.
  + Business partnering capability.
  + Ability to interact at an executive/strategic level.

# Internal contacts

Close contact at all levels of the organisation.

# External contacts

Human Resources Consultancies, Vendors, Unions, Industry Associations.

# Typical experience

8+ years of experience in human resources, coupled with a relevant tertiary qualification

# Other comments

This role specialises in Diversity & Inclusion, for generalist HR roles please match to HRS.50005.5 - Human Resources Manager - Generalist

# Position title: Senior Human Resources Consultant - Diversity & Inclusion Aon Position code: HRS.80001.4

**Level: 4**

**Responsible for**

Providing business partnering to an organisation, and/or business unit on a range of Diversity & Inclusion policies, programs and practices.

# Report to

Human Resources Manager - Diversity & Inclusion or Human Resources Manager.

# Supervises

No Supervisory responsibilities

# Main activities

* + Working with Line Management groups to build and implement Diversity & Inclusion solutions
  + Providing interpretation and counsel to Line Management regarding policies, programs and practices.
  + Researching issues and developing solutions to resolve business issues.
  + Developing and implementing new diversity and inclusion policies, practices and programs

# Key skills

* + Strong consulting, negotiation and facilitation skills.
  + In-depth knowledge of Diversity & Inclusion organisational policies and practices.
  + Strong knowledge of Diversity & Inclusion practices.
  + Business knowledge and understanding.
  + Relationship management and influencing skills.
  + Excellent communication skills and highly service orientated.

# Internal contacts

Close contact at all levels of the organisation.

# External contacts

Human Resources Consultancies, Vendors, Unions, Industry Associations.

# Typical experience

5+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

# Other comments

This role specialises in Diversity & Inclusion, for generalist HR roles please match to HRS.50005.4 - Senior Human Resources Consultant - Generalist