



Human Resources Co-ordinator

Part time, flexible working arrangements – Melbourne CBD

Aither is a team of economic, public policy and strategy advisors committed to improving decision-making about the management of our limited natural resources.

We're looking for a Human Resources Co-ordinator to join our growing team of 25 and optimise our human resources systems and performance. Although we have existing processes in place, we want you to assess our current arrangements and take them to the next level. You will drive meaningful performance assessment, co-ordinate recruitment efforts, lead onboarding of new staff, implement a learning and development strategy and support effective communication across the team. Your contribution will help us design and implement an effective and thorough human resources program, supporting a dynamic team with a great culture.

We're after someone who can hit the ground running and take on frontline HR responsibilities, while also developing the policies and processes to support our rapid growth. Our preferred candidate is an intelligent, enthusiastic and task-driven team player who thrives in a busy environment. The role will suit someone with a positive, 'can-do' attitude who enjoys designing processes and seeing them through to implementation, and is motivated by the opportunity to support our people and their performance.

As an accredited B-Corporation, Aither's values reflect our desire to support a diverse, inclusive and respectful workplace. Our new HR co-ordinator must share these values and lead their realisation in a welcoming and supportive environment for all.

Working independently and supported by our executive, the Human Resources Co-ordinator role involves:

- Producing position descriptions and employment agreements
- Overseeing the onboarding of new starters
- Designing, executing and monitoring a meaningful and engaging performance review process that measures and rewards individual and collective accomplishments
- Developing and implementing a Learning and Development Strategy
- Coordinating internal and external training sessions
- Auditing existing HR policies and procedures and consolidating these as required
- Leading the delivery of effective internal communication
- Supporting the team and fostering a vibrant, positive and exciting workplace.

We anticipate the role to be two days a week but are open to a range of flexible working arrangements. We are keen to work with you to structure the role based on your experience, talents and interests.

If you're interested in working with us, please get in touch with our General Manager, Nick Clarke, via nick.clarke@aither.com.au or 0422 131 591.