

# Position Description

## AHRI Intern



Position Title: AHRI Intern  
Department: Standards & Practice/People & Culture  
Reports to: GM People & Culture

### Australian Human Resources Institute

The Australian HR Institute (AHRI) is the national association representing human resource and people management professionals. We have over 20,000 members from Australia and across the globe.

The team at AHRI:

- Set the professional standard for HR in Australia through HR certification
- Provide education and training services in HR, people management and business skills
- Produce world-class conferences, including our biggest annual event, the AHRI National Convention & Exhibition
- Hold seminars and networking opportunities all over Australia
- Commend excellence in HR practice across Australia through the highly regarded AHRI Awards.

AHRI is owned by its members and is governed by a Board of Directors with a Council of State Presidents.

Find out more: <https://www.ahri.com.au/about-us>

### Department Overview

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### Primary purpose for this position

The AHRI Internship aims to provide a sound overall understanding of AHRI's role in strengthening the HR profession by incorporating key placements along with exposure to most AHRI teams. Specifically, the role will:

1. Support the HR manager in both day to day HR operations as well as undertaking discreet HR projects
2. Provide support in relation to AHRI Assist (A:A).

### Key Responsibilities and Duties

Key Results Area	Key Responsibilities and Duties:	Key Performance Indicators:
<b>One AHRI:</b> <ul style="list-style-type: none"><li>▪ Deliver a consistently high level of service to meet the expectations of our members &amp; stakeholders</li><li>▪ Continuously build knowledge of AHRI products and services</li><li>▪ Continuously build understanding of member cohorts</li><li>▪ Build and maintain effective relationships with all relevant stakeholders including but not limited to team members, other AHRI employees and our membership/customer base</li><li>▪ Knowledge sharing through CRM, ie regular updating of iMIS</li><li>▪ Provide Reception relief during the department allocated times</li></ul>		<ul style="list-style-type: none"><li>• NPS</li><li>• Attendance at AHRI CPD</li><li>• Cross team collaboration</li></ul>
<b>HR projects and administration</b>	<ul style="list-style-type: none"><li>▪ Gain insight to overall functioning of People and Culture at AHRI</li></ul>	Scope and deliver defined projects

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Key Results Area	Key Responsibilities and Duties:	Key Performance Indicators:
	<ul style="list-style-type: none"> <li>▪ Contribute through HR responsibilities and projects including:               <ul style="list-style-type: none"> <li>○ Recruitment</li> <li>○ HR administration</li> <li>○ HR Projects: e.g. Wellbeing, HR dashboard, EVP</li> </ul> </li> <li>▪</li> </ul>	
<p><b>AHRI Assist</b></p>	<ul style="list-style-type: none"> <li>▪ Provide support to AHRI Assist(A:A) service to members by reviewing A:A content to ensure its relevance to members</li> <li>▪ Support A:A HR partner by responding to a range of member queries as directed</li> </ul>	
	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>

### Essential skills, qualifications and experience

- Effective project management skills.
- Effective communication skills.
- The ability to work as a self-directed member of a team with a high level of autonomy.
- Genuine interest and curiosity in HR and people management theory and practice
- Research skills including the development of surveys, data analysis and preparation of research reports in an academic or corporate environment.
- Strong administration and organisational skills.

### Workplace Health and Safety Responsibilities

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

- Participate in the development of a safe and healthy workplace.

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- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Co-operate with management in its fulfilment of its legislative obligations. Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- To report any injury, hazard or illness immediately, where practical to their supervisor.
- Not place others at risk by any act or omission.
- Not wilfully or recklessly interfere with safety equipment.

Further information can be found in AHRI's WHS policy.

### **Incumbent:**

I acknowledge that I have read, understand and accept this job description

Signed \_\_\_\_\_ Date \_\_\_\_\_