



Content and Alliance Manager

- Design and create practical, best practice learning for Australia's leading Head of HR community
- Flexible hours: permanent part time role

TalkPoint started in 2003 with the sole purpose of reinforcing the capability of HR Leaders. Since its inception hundreds of HR Leaders have joined TalkPoint. Today, we help Heads of HR (Members of TalkPoint) draw on their collective wisdom by bringing together knowledgeable, practical, business-minded peer HR Leaders.

Uniquely, TalkPoint Membership delivers a range of intimate, confidential and facilitated Member-only Meetings, thought provoking events and contemporary learning and networking environments to meet Member's professional development needs. Each Member-only Meeting aims to allow participants to learn from their fellow Group Members and for best practice expertise to be brought to the Group Members from outside the Group to diversify the learning.

TalkPoint also stages MasterClasses - more traditional forums – which are co-hosted with Alliance Partners to provoke new thinking and provide wider networking.

This is an exciting time to join the team as TalkPoint continues to grow and attract more Members nationally. Visit www.talkpoint.com.au to learn more about TalkPoint.

A. The Position:

- Is a flexible part time role
- Reports to the General Manager, is based in the Sydney CBD Head Office and works with a closely-knit team
- Liaises closely with the Operations team for all TalkPoint Meetings and Events and Content related projects
- Covers, but is not limited to the following:

For Member Group Meetings:

- Ensures best practice experts and practitioners are sourced and agendas are well honed to deliver high level strategic thinking and learnings for each Member Meeting
- Identifies, sources and briefs suitable Subject Matter/Guest Experts to provoke and stimulate high level discussion
- Develops relationships with existing and new Experts
- Maintains TalkPoint's Expert/Practitioner database so all Experts details and capabilities are recorded accurately and updated
- For each Member Meeting, liaises with the Facilitator of each Group and ensures Experts are well briefed to deliver on the key issues that need to be addressed in each member Meeting
- Is involved in researching a wide range of resources to keep abreast of current issues and ensure matters are fresh, special, thought provoking and original
- Liaises with TalkPoint administration and Facilitators to oversee the effective coordination and delivery of each of the Member Meetings
- Briefs Facilitators ahead of each Meeting on all matters of logistics, content and any other items and TalkPoint activities impacting Member engagement
- Debriefs with Facilitators and TalkPoint team stakeholders on the delivery of each Member Meeting and any issues arising from the Member Meeting

- Follows up with Experts after each Member Meeting to provide feedback on the quality of their session and commitments they may have made for future resources and reference materials.

For MasterClass Meetings:

- Works with the General Manager on identifying and managing new and existing Alliance Partners
- Works closely with Alliance Partners to be familiar with their business issues and where appropriate influence their delivery of outstanding and thought provoking content
- Ensures topics are well founded and the value proposition of each MasterClass is compelling and appealing to our HR Leader Membership
- Works on the structure and style of each MasterClass to ensure compelling delivery and the integrity of the Alliance Partner relationship
- Creates, issues, analyses and interprets post-MasterClass surveys, debriefs with Alliance Partners on the delivery of each MasterClass and deals with any issues arising from such.

For New Meeting formats:

- Recommends new, fresh and practical ideas for Meetings, events, learning and networking experiences.

Other Matters:

- Assists in the development, format and content of each of the annual TalkPoint team and the Facilitator team off-sites
- Helps source, develop, write and drive content for the TalkPoint website, PR and other communications
- Helps to create innovative concepts for future occasions that serve our purpose of reinforcing the capability of the HR Leader.
- Works on special projects and others matters as they arise.

B. Selection Criteria:

- Has a keen interest in the HR/Learning and Development function
- Must be able to work in a small team
- Has an extroverted personality, and proactive style
- Is enthusiastic to connect with and qualify experts and practitioners
- Thinks strategically and creatively about their role's impact
- Confidently communicates – has excellent written and verbal skills
- Preferably knows about the structure of the HR service provider industry, and is stimulated by identifying best practice experts and practitioners
- Has excellent internet and 'traditional' research skills
- Is deadline conscious
- Has attention to detail
- Is able to deal well with ambiguity
- Is a self starter
- Shows enthusiasm and pride in delivering high quality service
- Is contemporary and energetic and values having fun along the way
- Needs to evidence at least intermediate Microsoft Office skills, be open to learning new software programs and methods, and be internet/research savvy and confident.
- Ideally has qualifications and/or experience in Adult Education
- May have experience in another professional member services organisation or association

To find out about this, please visit www.talkpoint.com.au or send your CV to talkpointcontentmanager@gmail.com