

Position Description

Title	Talent Acquisition Partner
Business Unit	People and Culture
Location	Any Australian location – Victoria or Tasmania preferred
Employment type	Full Time, Ongoing
Reports to	Senior Manager, Talent

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

The Talent Acquisition Partner builds and drives successful business partnerships with Operational Leadership across a defined customer group. The role is responsible for providing expert advice on a range of Talent strategies and solutions to support, coach, mentor and advise Hiring Managers on better-practice recruitment and Talent Acquisition activities to ensure that Uniting Vic. Tas has the right Talent to deliver on its current and future business strategy.

Through strong relationships with Operational Leaders, the Talent Acquisition Partner will ensure that Hiring Managers understand their recruitment responsibilities, helping to enable a positive experience across all internal and external Talent and customer groups.

The Talent Acquisition Partner is responsible for collaborating with the Recruitment Marketing Specialist to conduct recruitment marketing activities that attract quality talent to current and future employment opportunities with Uniting Vic. Tas. Additionally, the Talent Acquisition Partner will ensure that talent communities and pipelines are nurtured and engaged.

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2. Scope

Budget:

- Advertising budget in collaboration with the Senior Manager, Talent.
- Monitoring of operational Recruitment Agency investment to ensure targets are not exceeded.

People:

- Nil

3. Relationships

Internal

- People & Culture Team
- HRConnect Team
- Talent Acquisition Team
- Operations People Leaders
- Marketing Team

External

- Recruitment Vendors and Suppliers e.g. SEEK, INDEED, LinkedIn, etc.
- Recruitment Agencies
- External Talent

4. Key responsibility areas

Customer and Consumer Experience

- Provide a tailored, supportive, individual, and positive hiring manager and Talent experience across the recruitment lifecycle
- Support Hiring Managers to deliver a tailored, positive, and timely Talent experience through providing advice, coaching, and guidance through the recruitment lifecycle
- Support in the creation, development, and ongoing delivery of Recruitment training to build Hiring Manager capability and create a Talent Acquisition culture
- Monitor progress of recruitment workflow activity to ensure timely Talent outcomes and a positive Talent experience
- Use data-driven insights to inform continuous improvements that ensure high-touch, positive experience for all internal and external customers and consumers

Talent Attraction

- Advise, coach, and guide Hiring Managers on effective Talent sourcing solutions including better-practice methodologies and local Talent attraction activities to ensure timely and quality Talent outcomes
- Collaborate to develop relevant and engaged Talent communities and pipelines for rural, regional, hard-to-fill, volume, and DEI roles
- Support organisational Talent programs as required (Referral Program, Graduate Program, Internships, Alumni, Succession Planning, Internal Mobility, etc.) providing a high-touch experience to ensure successful outcomes
- Act as a central function for sharing Talent across programs, locations and divisions providing a high-touch experience to ensure successful outcomes
- Implement strategies to support the achievement of DEI targets

Talent Acquisition Service Delivery

- Support with Workforce Planning activities as required incl. the creation of Position Descriptions and Job Advertisements
- Support with Talent assessment and selection activities as required incl. representation on Interview panels

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- Conduct direct operational / transactional recruitment activity to support with peak recruitment periods and or program mobilisations
- Manage and support operational external recruitment vendor relationships
- Support the implementation of the Talent Acquisition Strategy and Plan
- Lead or support the development and implementation of continuous improvement projects and programs
- Act as escalation point for internal and external enquiries, complaints, issues, or concerns

Technology

- Collaborate with Systems team to continuously improve current Talent Acquisition technology enablers, ensuring that internal and external customers are front-of-mind
- Explore and propose automations, integrations, and enhancements to improve Talent Acquisition Service Delivery

Employer Brand

- Collaborate with the Recruitment Marketing Specialist to promote and amplify Uniting Vic. Tas' Employer Brand to internal and external Talent and support with activities as required

Metrics

- Undertake ongoing, in-depth market research / analysis and remuneration benchmarking to inform current advice and market intel to Operational Leaders, helping inform current and future hiring decisions
- Achieve Talent Acquisition KPIs and SLAs
- Deliver timely Talent Acquisition reports as required

People and teams

- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values.

Legal requirements & risk management

- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct, and mandatory reporting (child safety)
- Foster a culture where risks are identified and appropriately managed
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management

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- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement
 - Based on a relationship with a current member of Uniting's workforce
 - Based on my ongoing work with another organisation

5. Performance indicators

- To be agreed with Line Manager

6. Person specification

Qualifications

- Qualifications in Business, Human Resource Management, Organisational Development, Psychology, or another similar field (desirable)

Experience

- Demonstrated Talent Acquisition partnership experience
- Successful operational and or transactional recruitment experience
- Strong understanding of, and or experience in Recruitment Marketing
- Capability to prepare Talent Acquisition reports including insight creation
- Experience in market mapping, benchmarking, talent mapping and the development of market intel
- Experience using People Systems and SaaS platforms (PageUp preferred)

Core selection criteria

- **Customer Experience:** Understanding of the importance, and delivery of a positive internal and external customer experience
- **Project Delivery:** proven capability to develop and delivery project initiatives on-time and in-scope
- **Talent Attraction:** demonstrated success with developing and nurturing talent communities and pipelines to deliver on operational Talent outcomes
- **Technology:** capability with ATS', CRMs, and other relevant SaaS platforms
- **Service Delivery:** capability to work within a complex organisational structure and provide service delivery across a geographically dispersed customer base
- **Employer Brand:** experience with the design and delivery of successful recruitment marketing campaigns incl. the creation of relevant assets
- **Metrics:** successfully deliver on personal and team KPIs and SLAs
- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.

7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking. It is a condition of employment that all eligible workforce receive the COVID-19 vaccination and supporting evidence may be requested in order to perform duties at any of Uniting's workplaces.

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This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

8. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

Date: