

Position Description

Title	Talent Acquisition Manager
Position Location	Central
Reports to	Chief People Officer
Direct Reports	Talent Acquisition Team Leaders
Classification	Hay Grade 17

The Childcare and Kindergarten Association Limited (C&K) is a not-for-profit early childhood provider with more than 350 early childhood education and care (ECEC) centres located across Queensland.

Our purpose is to nurture and inspire children to succeed in an ever-changing world. This is at the forefront of everything we do.

C&K's vision is to be *a place where every child flourishes*.

Our values:

- *we put children first*
- *we respect all people and each other*
- *we work with integrity and strive for excellence in everything we do*

These underpin the way we work with children and families, communities, colleagues and partners.

We reinvest our surplus to benefit children and families disadvantaged in their access to early childhood education. This includes children with additional needs and children and families in rural, remote, Aboriginal and Torres Strait Islander and disadvantaged communities.

Purpose	To lead and manage the recruitment function in attracting exceptional people who share C&K's values.
Key accountabilities	<ul style="list-style-type: none"> • Lead and manage a high-performing team to ensure the organization's resourcing requirements are met and a quality service is provided to hiring managers and candidates. • Maintain and develop best practice recruitment methodologies and frameworks including policies, procedures and processes. • Lead on developing an ongoing recruitment strategy focused on short and long-term workforce planning. • Maintain and develop robust compliance processes to ensure compliance obligations are met e.g. Blue/exemption cards, qualifications, first aid certifications, police and other checks. • Manage relationships with service providers and other external stakeholders including recruitment system vendors, background check providers, universities, regional companies and online job board providers. • Provide regular recruitment reporting, analysis and commentary on trends identified and use this to improve the function. • Manage department costs in line with budgets. • Continually review and identify opportunities to improve the efficiency and effectiveness of the function. • Drive an effective strategy for supporting operational leaders in the fulfillment of critical relief shifts at their centres.

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	<p><i>Please note that the responsibilities outlined in this position description are not exhaustive, and only an indication of the work of the role. C&K can direct you to carry out duties which it considers are within your level of skill, competence and training.</i></p>
<p>Key Selection Criteria</p>	<ul style="list-style-type: none"> • A tertiary qualification(s) in human resources or a related field. • Experience managing a complex and high-volume internal recruitment function. • A knowledge and understanding of best practice recruitment methodologies and approaches. • Experience of managing, administering and developing recruitment and onboarding systems. PageUp experience is advantageous. • An understanding of systems (e.g. recruitment, onboarding, payroll and time and attendance), data flows, integration and their impact. • A knowledge of employment law to successfully manage employment conditions. • Strong leadership skills and the ability to coach and develop team members. • Collaborative leadership establishing sound working relationships with internal and external stakeholders. • Excellent interpersonal skills with the ability to influence. • The ability to collate, interpret and analyse data and provide meaningful insights. • A commercial approach with the ability to identify appropriate and viable solutions. • A focus on quality management, risk management and compliance. • The ability to understand the Early Childhood Education and Care (ECEC) sector, sector drivers, competitors and market positioning. • Demonstrate strong MS Office skills, including Excel.
<p>Additional information</p> <p>The successful applicant will be required to:</p> <p>Hold a positive notice (Blue Card) working with children check.</p> <p>The information above is not intended to be an all-inclusive list of the responsibilities of the job described. Rather, they are intended only to describe the general nature of the job. C&K is a growing organisation to support the vision for the business it is expected that the incumbent will evolve the position over time in alignment with the dynamic nature of the business and the region.</p>	

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