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| **Job Description Details** |
| **Job Title**  | Talent Acquisition Specialist |
| **Department/Division** | HR Operations, People Services |
| **Reports to** | Attraction and Acquisition Lead |
| **Direct Reports** | Nil |  |
| **Agreement** | Brightwater Care Group Health Services Union of WA Enterprise Agreement |

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| **Brightwater Mission** |
| *Pursuing the Dignity of Independence*For Brightwater, no one is beyond care. Here, we value the potential that lives inside each and every one of us, no matter what that looks like. Our amazing ability to strive towards our best self every day, to keep learning and to keep growing. This drives all that we do. Sure, it’s not always easy, but this journey that we’re on together comes with its own reward. This pursuit of independence brings with it the dignity of control over our own lives. And everyone deserves the right to pursue that. |

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| **Commitment to Mission and the Brightwater Spirit**  |
| Embrace and apply the Brightwater Spirit – our values and behaviours – in all interactions with staff and customers. Our commitment to the Brightwater Spirit enables us to achieve our Mission, *Pursuing the Dignity of Independence*. |
| **Caring** | We care for and about each other. We work together to provide inclusive and relevant services in ways that meet the needs and goals of our clients.   |
| **Authentic** | We are open and genuine, enabling us to build meaningful relationships with our clients and each other.  |
| **Progressive** | We are inspired to continuously improve ourselves and our services for the benefit of our clients.   |
| **Courageous** | We find strength in order to make a difference.  |

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| **Diversity and Inclusion Statement** |
| At Brightwater, we welcome people with the full diversity of life experiences, thoughts and beliefs. We foster a culture of inclusion, collaboration and innovation where our clients and staff can flourish. |

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| **Position Purpose** |
| The Talent Acquisition Specialist is responsible for developing and deploying proactive talent acquisition strategies to meet current and future workforce needs in a competitive environment. The Talent Acquisition Specialist is also responsible for end-to-end recruitment of hard-to-fill and in-demand positions, including the sourcing, selecting and on boarding of talent. |

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| **Key Duties/Accountabilities** |
| 1. Undertake all duties required to complete end-to-end recruitment activities to a high standard. This includes preparing advertisements, shortlisting candidates, participating in interviews and telephone screens, undertaking reference and credential checks, liaising with managers to recommend and select candidates, preparing on-boarding documentation (including contracts), and resolving complaints as required.
2. Partner with the business to develop and deploy robust and fit-for-purpose talent acquisition strategies and recruitment plans to meet current and future workforce requirements, with a focus on proactive talent acquisition methodologies.
3. Generate and respond to opportunities to recruit talent from interstate and overseas. This includes liaising with immigration experts to facilitate visa applications and processes for candidates and existing employees.
4. Keep up to date and comply with current employment, compliance and immigration legislation and contemporary thinking in relation to recruitment practices, providing advice and guidance to the Recruitment team and hiring managers.
5. Coordinate proactive candidate searches using LinkedIn, Seek talent search and other tools, and develop talent pipelines and networks for future workforce requirements, locally and internationally where required.
6. Maintain awareness of market demand and supply for relevant talent and conduct salary benchmarking for new and existing positions.
7. Apply the use of up-to-date assessment techniques such as skills assessments, psychometric assessments, assessment centres and interviews.
8. Provide coaching, mentorship and support to Recruitment Officers in the application of proactive talent acquisition and the use of sourcing tools, techniques and solutions, including LinkedIn and Seek talent search, to reduce advertising spend and build talent pipelines.
9. Coach hiring managers on best-practice recruitment and selection, proactive talent sourcing and current methodologies of assessment.
10. Maintain all recruitment databases and tracking systems (i.e. PayGlobal, BrightCareers and Fit2Work).
11. Meet Key Performance Indicators related to the position, maintaining a customer-focused approach at all times.
12. Other duties as required including, but not limited to: attending recruitment events, including job/career fairs and university expos, creating and updating job descriptions and assisting the Recruitment Lead with duties as requested.
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| **Key Working Relationships** |
| 1. HR Operations team members (Recruitment, Payroll, Human Resources).
2. Internal customers, including hiring managers and employees.
3. External customers, including candidates and job seekers.
4. External vendors, including recruitment agencies and providers associated with recruitment selection.
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| **Professional Development** |
| 1. Accept responsibility for updating/developing own knowledge/skills in relation to professional practice.
2. Actively participate in opportunities for performance feedback with a growth mindset, including reviews and check-ins; reflect on own performance and set goals.
3. Complete essential training courses within the required timeframes and embed learning outcomes to continuously improve skills and work performance.
4. Attend and contribute to staff meetings/discussions and collaborate with team members to improve outcomes.
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| **Safety and Health** |
| 1. Actively promote a positive safety and health culture by caring for self and others, demonstrating attention to physical, mental, emotional, cultural, and psychological safety.
2. Take proactive and responsible actions to avoid, eliminate or minimize hazards.
3. Accept responsibility for understanding and recognising the risks and hazards associated with work duties.
4. Report all incidents, hazards, and injuries immediately.
5. Use equipment, such as personal protective and manual tasks equipment, as trained and required.
6. Adhere to infection control principles and practices.
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| **NDIS Risk Assessment**  |
| This position is not considered to be a risk assessed role and therefore does not require the person to hold an NDIS Worker Screening Check.  |

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| **Other Information**  |
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| **Selection Criteria – Qualifications, Skills, Knowledge, Experience** |
| 1. Relevant tertiary qualification (desirable) with previous experience in a generalist HR or recruitment position (essential).
2. Demonstrated experience developing strategic recruitment plans with strong knowledge of best-practice recruitment practices, methods and programs.
3. Demonstrated ability to actively identify improvement opportunities in talent acquisition processes and systems and assist in the implementation of approved initiatives and projects.
4. Strong customer service and stakeholder engagement skills and excellent written, verbal and interpersonal communication skills that build and develop teamwork and establish successful working relationships with stakeholders.
5. Excellent computer skills with sound knowledge of the Microsoft Office suite. This should include skills in formatting documents and creating and maintaining efficient templates.
6. Demonstrated experience in organising and prioritising tasks, working effectively under pressure, problem solving and meeting deadlines.
7. Strong knowledge of recruitment systems (Equifax/Mercury desirable), including technical system skills.
8. Excellent grammatical skills with a high attention to detail and strong administrative skills.
9. Knowledge and experience of values-based recruitment processes.
10. Demonstrated knowledge and understanding of industrial awards/agreements, relevant legislation, policies and procedures, including immigration processes (desirable).
11. Current Western Australian ‘C’ Class Driver’s Licence.
12. Satisfactory National Police Certificate obtained within the last 12 months.
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