

# ROLE PURPOSE STATEMENT – ASSOCIATE, EXPERIENCED HIRES

| Position   | Reports to   |   |
|--|--|---|
| Associate, Experience Hires  | Lead, Experienced Hires  |   |
| Division   | Group #  |   |
| People Operational Excellence  | 2  |   |
| Purpose  | Capabilities, Experience & Qualification Requirements  |   |
| <ul style="list-style-type: none"> <li>Support and deliver portfolio TA strategies that address the ambitions, challenges and hiring practices that drive an increase in diverse, quality of hires for NAB.</li> <li>Partner with stakeholders to deliver end to end recruitment services applying best practice methodologies</li> <li>A talent ambassador for NAB, proposing portfolio initiatives to strengthen TA programs, improve team and candidate experience and increase diverse talent representation.</li> <li>Effective sourcing and selection of talent via effective sourcing channels (networks, referrals, talent pools, headhunting, linkedin, events, agency, advertising)</li> <li>Delivery of portfolio Talent Acquisition service for group 3 - 4 roles which includes: Candidate Experience, Hiring Manager Experience, Screening and Assessment tools, Internal Recruitment Experience.</li> <li>Providing Talent Acquisition SME Advisory to stakeholders to ensure NAB delivers on its commitments today and into the future.</li> </ul> | <u>Essential capabilities</u><br>Understanding of contemporary talent acquisition strategies   | <u>Experience</u><br>Career History in high volume Talent Acquisition/Recruitment roles, within complex environments. |
|  | <u>Qualification Requirements</u><br>Diploma/degree qualified in Human Resources or similar.   |   |
| Key Decisions  | Key Accountabilities   |   |
|  | <ul style="list-style-type: none"> <li>Day to day management of open vacancies</li> <li>Work with the leads and TA leadership to add ideas and input to continuously improve the hiring practices.</li> <li>Ensure candidates receive an accurate understanding of the position/s they are being considered for and receive feedback and transparency throughout the process</li> <li>Bring to life the NAB EVP and communications to candidates</li> <li>Lead the delivery of portfolio hiring strategies that enables NAB to proactively achieve hiring ambitions for Group 2-4 roles</li> <li>Conduct a fair and consistent recruitment process including sourcing, screening, shortlisting, interview. offer management and compliance.</li> <li>Actively source passive talent by leveraging sourcing channels such as LinkedIn, seek talent, ATS database and networks</li> <li>Operate as a trusted advisor to your portfolio with the support of your lead by presenting external insights, industry knowledge, trends, data and insights</li> <li>Partner with hiring managers to influential hiring outcomes and deliver best practices that positively impact Hiring Manager and Candidate Experience.</li> </ul> |   |
| Key Stakeholder Groups   | Key Performance Indicators   |   |
| <ul style="list-style-type: none"> <li>TA Team</li> <li>POE Teams.</li> <li>Candidates</li> <li>Hiring Managers</li> <li>Vendors</li> </ul>  | <ul style="list-style-type: none"> <li>SLA Adherence</li> <li>Process Efficiency</li> <li>Retention Rates</li> <li>Time to Fill</li> <li>Quality of Hire</li> </ul>  |   |