

## Position Description

<b>Position Title:</b>	Strategic Sourcing Partner
<b>Position Number:</b>	To be confirmed
<b>Department:</b>	People, Culture and Safety
<b>Reports To:</b>	Principal Onboarding Officer
<b>Direct Reports:</b>	Nil

### Organisational Environment

Located between Brisbane City and the Sunshine Coast, Moreton Bay is one of Australia's fastest growing urban regions. Moreton Bay has a strong and connected community that enjoys a coastal and pristine natural environment as well as thriving community and cultural hubs, vibrant entertainment options and award-winning commercial, educational, medical, leisure and residential precincts.

The People, Culture and Safety Department works in partnership with all divisions of Council with a focus on ensuring Council builds the capacity of its employees and business to achieve its long-term strategic and operational goals.

### Position Purpose

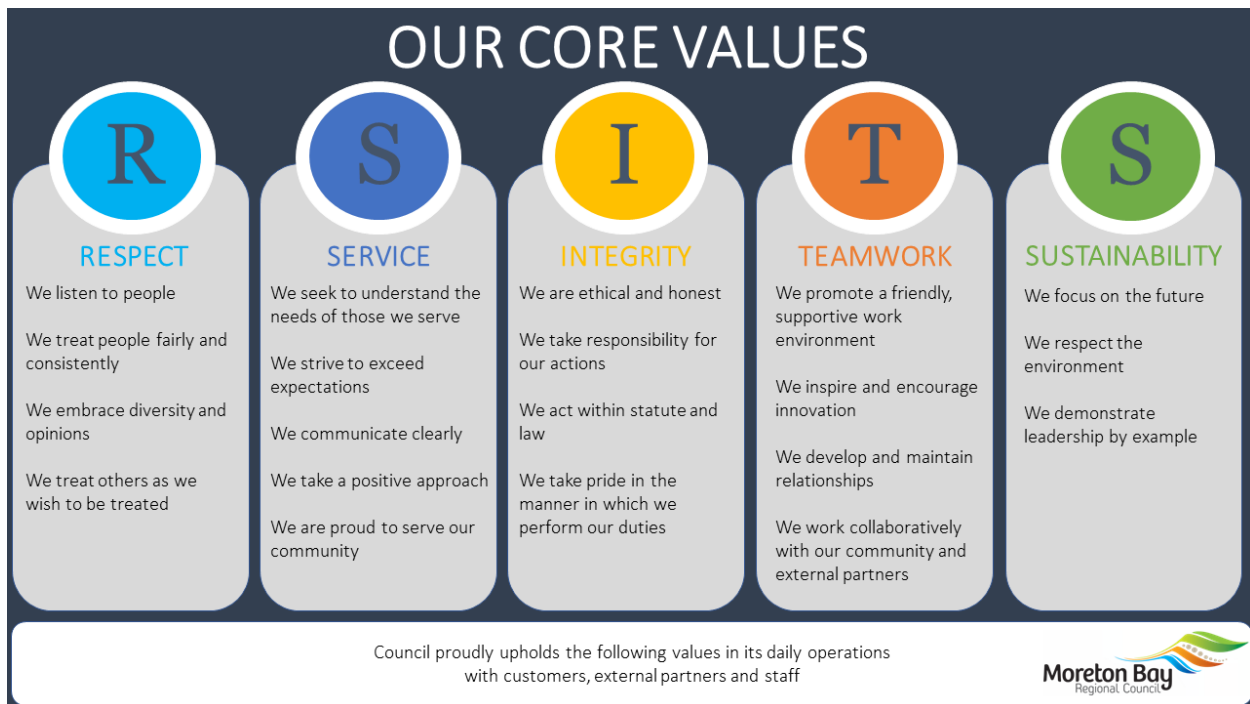
The Strategic Sourcing Partner / Lead Onboarding Officer will collaborate with hiring leaders to ensure the best possible candidates through strategic and innovative sourcing strategies that identify candidates for Moreton Bay Regional Council and manage the end to end talent acquisition and onboarding process.

### Specific Accountabilities

Description
<b>Leadership and Planning</b>
Continuously review sourcing channels and campaign effectiveness to deliver high quality candidates through the attraction and selection process
Coach, train and develop leaders to deliver best practice recruitment and selection services
<b>Organising and Operating</b>
Manage the end to end candidate experience through sourcing to onboarding
Support business leaders to attract, select and hire the best talent to meet current and future workforce needs
Contribute to the improvement of the end to end candidate experience
Use multiple tools such as social media, advertising, generating referrals and internal networking to source the best people for the role and effectively nurture their attraction to Moreton Bay Regional Council
<b>Workforce Capability</b>
Partner with hiring leaders on the recruitment and onboarding of their team
Provide advice on the best practice sourcing processes for hard to fill roles to ensure Council has the right


talent in place to meet its current and future workforce needs
<b>Quality and Compliance</b>
Ensure team members comply with all relevant regulatory and Council policies on information and security, industrial relations, workplace health and safety and any other legislation applicable to the Department
Support the Principal Onboarding Officer in the development of key processes and procedures that improve business efficiencies and the candidate experience
Contribute to identification and management of risks applicable to the team, and ensure that staff understand key risks facing the team and how they should be managed
Cooperate with any requests for information and records that are sought by the Manager Legal as part of any official investigation
<b>Stakeholder Relations</b>
Work collaboratively with the broader People, Culture & Safety teams to deliver a high quality and seamless service to stakeholders and customers
Create and manage talent pools, ensuring communication and engagement with the talent pools and communities
Constructively deal with any customer service/complaints referred for action

## OUR CORE VALUES




**RESPECT**

- We listen to people
- We treat people fairly and consistently
- We embrace diversity and opinions
- We treat others as we wish to be treated




**SERVICE**

- We seek to understand the needs of those we serve
- We strive to exceed expectations
- We communicate clearly
- We take a positive approach
- We are proud to serve our community




**INTEGRITY**

- We are ethical and honest
- We take responsibility for our actions
- We act within statute and law
- We take pride in the manner in which we perform our duties



**TEAMWORK**


- We promote a friendly, supportive work environment
- We inspire and encourage innovation
- We develop and maintain relationships
- We work collaboratively with our community and external partners



**SUSTAINABILITY**

- We focus on the future
- We respect the environment
- We demonstrate leadership by example

Council proudly upholds the following values in its daily operations with customers, external partners and staff



**Work location**

You may be required to perform your role from any work location within the region.

**Position Dimensions**

Staff Resources: ~ Nil  
 Section or program budget: ~ Nil

**Decision Making Authority**

Policy: Interprets and applies policies

## **Knowledge, Experience, Qualifications and Attributes**

- Demonstrated in-house recruitment / talent management / executive search experience (3-5+ years) partnering with leaders at all levels of the organisation
- Exceptional stakeholder relationship skills with the ability to develop trust and credibility at senior levels
- Highly organised and the ability to work under pressure with competing priorities
- A passionate people person with exceptional communication and the ability to engage and influence others
- Ability to coach and up-skill hiring managers in best practice talent acquisition, assessment and selection techniques
- Experience leveraging modern recruitment technologies
- Ability to develop strong, productive partnerships and engage key stakeholders

**This position description is a true reflection of the current requirements of the role. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.**

**I have read, understood and accepted the responsibilities as outlined in this position description.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_