

A THRIVING REGION OF OPPORTUNITY WHERE OUR COMMUNITIES  
ENJOY A VIBRANT LIFESTYLE

## Talent Acquisition Officer

<b>Division</b>	Finance and Corporate Services	<b>Department</b>	People, Culture and Safety
<b>Reports To</b>	Principal Talent Acquisition Partner	<b>Direct Reports</b>	No

### Position Purpose

Partner and collaborate with hiring leaders to ensure the best possible candidates through effective sourcing, screening and attraction strategies and manage the end to end recruitment activities and assessments.

### Key Responsibilities and Outcomes

#### Operational

As a Talent Acquisition Officer and member of the People Experience team you will:

- As part of a high performing internal recruitment and advisory team, you will independently manage and ensure that specific resourcing objectives are achieved which involves all aspects of the end-to-end recruitment process including brief, schedule, advertise, shortlist, interview and offers.
- Partner with hiring leaders to understand their resourcing requirements and develop sourcing and attraction strategies.
- Coach, train and develop leaders to attract, select and hire the best talent to meet current and future workforce needs.
- Provide professional advice to leaders at all levels, in the delivery of effective and efficient recruitment decisions and solutions.
- Provide market insights that contribute to the ongoing review and improvement of recruitment processes, policies and systems.
- Work collaboratively with the broader People, Culture and Safety team to deliver a high quality and seamless service to stakeholders and candidates.
- Act as a brand ambassador and promote Council as an employer of choice through a range of careers fairs, employment expos and partnerships with local high schools, universities and Community.

#### Values

At Moreton Bay Regional Council we are on a journey to creating a great culture. Our values shape the way we behave and how we interact with each other to deliver the best service to the community. The safety of you and the community is our number one priority and we are all responsible for creating an inclusive, safe workplace and protecting our environment. As a team member you will take individual accountability for demonstrating the values, expectations and behaviours.

### Decision Making

**Budget** - Nil

**Delegations** - Delegations under the *Local Government Act 2009* and as directed and published in Council's Delegation Register.

### Knowledge & Experience

- Demonstrated in-house recruitment / talent management experience substantial partnering with leaders at all levels of the organisation.
- Demonstrated experience in the design and application of suitable assessment techniques and sourcing strategies.
- Exceptional stakeholder relationship skills with the ability to develop trust and credibility at senior levels.



**A THRIVING REGION OF OPPORTUNITY WHERE OUR COMMUNITIES  
ENJOY A VIBRANT LIFESTYLE**

- 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.

### Qualifications

- Tertiary qualification in Business, Human Resources or relative experience.

*This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.*