



POSITION DESCRIPTION

Talent Partner

November 2022

UNIVERSITY of 
TASMANIA

Position Summary

College / Division	People and Wellbeing
School / Section	Talent and Transformation
Location	Hobart
Classification	HEO Level 8
Reports to	Executive Director Talent and Transformation
Direct reports	None
Delegation level	Not applicable

The Opportunity

The Talent Partner acts as an internal consultant, trusted advisor and service provider to senior people leaders across the University. They work collaboratively to deliver talent acquisition and talent management services, guidance and support. The Talent Partner plays a critical role in ensuring the university's talent pools are diverse and our talent acquisition, review, assessment and identification practices, succession planning and developmental programs and initiatives are inclusive, effective and impactful.

About the University of Tasmania

In 1890, our university was founded with an important purpose: providing our island with the academic excellence to thrive. Today, we continue to make our home a better place. And working together, we do extraordinary things that have global outcomes.

From early on, our role has been to help people flourish and thrive. Isolation and a small population require us to work harder. The stories of our island are told by those needing to solve unique problems in unique ways. Here, success takes a quiet determination and adaptability. In turn, this makes us broader, more rounded, multi-skilled thinkers and creative problem solvers, and it sees our institution generative powerful ideas for and from Tasmania.

Because of our unique setting and challenges we go beyond creating places of learning. We strive to stimulate economic growth, lift literacy, improve health outcomes for Tasmania and nurture our environment as it nurtures us.

We welcome enquiring minds, from near and far, to join us in our pursuit of the extraordinary.

Accountabilities and outcomes

Purpose

- The purpose of the Talent Partner role is to promote and deliver effective talent outcomes for the University at both the strategic and operational level. The talent partner role will achieve this through the delivery of both talent management and talent acquisition services, tools, programs and practices.

Key Result Areas

- Delivering end-to-end talent management cycle, focused on talent identification, assessment, review, succession and development processes and solutions of the highest calibre across both professional and academic populations.
- Coaching, enabling, and supporting Business Partnering teams and People Leaders on a range of operational and procedural talent management (TM) and Talent acquisition matters.
- Manage end-to-end recruitment campaigns, attraction, assessment, and selection of candidates.
- Establish, develop, and maintain partnerships with key stakeholders and People and Wellbeing team to ensure clarity of strategy and translation into an effective talent acquisition and management outcomes.

Behavioural Expectations

We aim for everyone to have a positive experience at our university, and all staff contribute toward creating a university culture that is safe and supportive, enabling our community to flourish by:

- Treating all others – staff, students and community with fairness, equity and respect.
- Ensuring the workplace is an inspiring and safe place to be.
- Ensuring the workplace is free from harassment, bullying, victimisation and discrimination.

Success profile

Personal Attributes

- **Driven:** Takes action and uses initiative to seize opportunities and pursue outstanding results, even when presented with difficulties or setbacks.
- **Investigative:** Readily takes up opportunities to learn and acquire new skills and is able to identify issues and make intuitive judgements.
- **Communicative:** Enjoys articulating information and giving presentations. Shapes opinion through influencing skills while challenging established views and assumptions.
- **Flexible:** Has an optimistic approach and readily recovers from setbacks. Embraces change and invites feedback to adapt and improve in the face of new challenges.

Core Capabilities

- **Strategy into Action:** Able to set, operationalise and activate strategy into specific actions, timelines and responsibilities to enable the University to deliver on key strategic goals.
- **Well Managed Delivery and Performance:** Effectively deploys management systems including planning, operational controls, ongoing performance management and reviews, progress and impact measurement and retrospective operational and outcome reviews.
- **Self Awareness and Interpersonal Skills:** Recognises and regulates emotions and behaviour in the work context and effectively builds relationships with others to create a collaborative and empowering environment that enables people to achieve and thrive.
- **Continuous Improvement:** Continuously finds ways to improve and simplify processes, systems and practices to deliver improved outcomes for our students, staff and community by utilising practices such as Lean, Agile and Design Thinking.

Role Specific Skills, Knowledge and Experience

- Demonstrated knowledge of current practices and trends in talent management.
- Recent experience and sound knowledge of talent acquisition, recruitment and selection processes and practices.
- Demonstrated organisational skills, preference for systems thinking and agile ways of working. The ability to transverse between conceptual thinking and operational execution is critical.
- Experience managing, maintaining and analysing people and talent related data to deliver data based insight and action.
- Excellent interpersonal skills, including the ability to effectively liaise with all levels including senior management, and the ability to work in a flexible and collaborative manner.
- Strong service and support ethic to enable people managers to achieve their strategy.

Qualifications and Licences

- Relevant tertiary qualification in HR, Business or similar or an equivalent level of experience in large and/or complex organisations.

Other Requirements

To be eligible for this position, you are required to hold Australian or New Zealand Citizenship, permanent residence or a valid visa that enables you to fulfil the requirements of this role.

COVID-19

The University of Tasmania recognises that this is critical for the workforce at the University to protect the safety of our workforce and vulnerable Tasmanians. Applicants for this role must be prepared to provide evidence of Covid-19 vaccination as a condition of employment.



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The intention of this Position Description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties may be altered in accordance with the changing requirements of the position