



Position Title: Associate Director – Talent
Position Classification: Level 10, Grade 3
Position Number: 315331
Faculty/Office: Human Resources
School/Division: Central Unit
Centre/Section:
Supervisor Title: Director of Human Resources
Supervisor Position Number: 100588

Your work area

Human Resources supports the mission of the University by providing a high quality, responsive people management and advisory service

The University's professional service delivery model was created to deliver effective and efficient end to end services across the whole University. The model includes all core services of the University and creates functionally aligned services delivered through Service Delivery Centres.

Reporting Structure

Reports to: Director, Human Resources
Direct reports: Manager, Talent Management; Advisor/Manager, Talent Acquisition

Your role

The Associate Director, Talent is a key leadership role which will determine the establishment and development of a world class recruitment strategy and service for the University, in order to attract the best staff in a systematic, proactive and co-ordinated way.

The appointee is responsible for proposing and implementing sector leading reward frameworks, designed to recognise and incentivise achievement in ways which embrace the academic culture of the organisation and support the academic mission.

You will play a significant role in the delivery of the University's People Strategy and steer the work of the HR Department to maximise organisational effectiveness and performance.

Key responsibilities

- Conduct thorough consultation and collaborative work with key stakeholders, to propose a world class framework of proactive mechanisms and frameworks through which the University can attract the best quality staff, nationally and internationally.
- Provide services to support recruitment that are organised in an effective and flexible way to ensure excellent customer service and to enhance the University's reputation.
- Lead recruitment services that are efficient and provide value for money, maximising the use of technology as appropriate.
- Develop and embed throughout recruitment processes, the University's academic mission and values so they are presenting the University ambitions and requirements in a succinct and professional way.
- Review regularly recruitment plans and services and ensure that appropriate monitoring and reporting arrangements are in place.
- Provide services which are seen as best practice, supportive, highly organised and informed.
- Regularly update relevant aspects of the HR policy framework to ensure that these reflect changing needs and best practice.

- Lead the process to articulate the main principles which underpin the University's approach to reward, and define detailed mechanisms and approaches through which these principles can be delivered.
- Plan and articulate reward frameworks which explicitly reflect the academic culture and mission of the University, and which are based on the principles of consistency, fairness, transparency and recognition of achievement.
- Regularly review the operation of reward frameworks and report on their competitive effectiveness.
- Monitor reward approaches and initiatives from other universities and comparable organisations in order to maintain an up to date, competitive, sector leading set of practices and provision.
- Work supportively and constructively with staff responsible for the delivery of HR services in Faculties and Services, particularly the HR Service leads
- Lead a high performance team of skilled individuals who develop a reputation for flexibility, customer responsiveness and service excellence, and a sector leading profile.
- Connect the recruitment and reward agendas with other HR activities and services in a supportive and synergistic way.
- Lead in a way which maximises individual and team ambition and performance.
- Other duties as directed

Your specific work capabilities (selection criteria)

- Degree qualification or equivalent competency
- Extensive relevant professional and leadership experience, gained either in Universities or comparable large and complex organisations
- Influential skills in championing organisational vision and aims, and in explaining and promoting organisational values.
- A demonstrated track record of defining innovative and successful approaches to recruitment and reward which are perceived as supportive of organisational culture, aims and ambitions, and which are highly effective and competitive.
- A demonstrated track record of providing services to support diverse recruitment needs activities in a flexible and customer oriented way.
- Significant ability to connect strategy with operational needs and imperatives in an informed and flexible way,
- Skills in working closely and empathetically with a range of business and service leaders from disparate backgrounds and interests.
- Skills in making the business case for initiatives, demonstrating value and return on investment.
- Proven record of successfully leading a team of staff and working collaboratively with multi professional teams to achieve sector leading results of consistent high quality.
- Strong ability to solve problems in analytical, lateral and resourceful ways.
- Superior interpersonal and written skills with proven ability to negotiate, persuade and influence effectively.

Special Requirements

NA

Compliance

Workplace Health and Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.

Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

Equity and Diversity

All staff members are required to comply with the University's Code of Ethics and Code of Conduct and Equity and Diversity principles. Details of the University policies on these can be accessed at http://www.hr.uwa.edu.au/publications/code_of_ethics, <http://www.equity.uwa.edu.au>