

## Delivering trusted water services for a sustainable and healthy South Australia

<b>Position Title</b>	Talent Acquisition Consultant		
<b>Business Group</b>	People, Safety, and Governance	<b>People Leader</b>	Manager Talent Acquisition
<b>Business Unit</b>	<b>People Experience</b>	<b>Direct Report(s)</b>	N/A

### What is the unique purpose of the role?

Support the business to achieve recruitment goals getting the right people in at the right time for the right job and increase business effectiveness by providing sound recruitment, strategic sourcing and selection advice and support.

### What does the role do?

The key accountabilities unique to this role are:

Key Accountabilities	Accountability Details
<b>Contribute effectively to the team ensuring efforts are aligned toward achieving team goals</b>	<ul style="list-style-type: none"> <li>Implement the direction set by your people leader.</li> <li>Complete specific tasks allocated.</li> <li>Collaborate effectively to ensure team goals are achieved by providing input into decision making and problem solving.</li> <li>Actively contribute to creating a high performing and collaborative culture.</li> </ul>
<b>Put safety above all else</b>	<ul style="list-style-type: none"> <li>Model SA Water Values and associated behaviours.</li> <li>Be aware of and apply roles and responsibilities in accordance with WHS Roles and Responsibilities Procedure.</li> <li>Take responsibility for the safety and wellbeing of yourself and others including your own fitness for work (e.g. under the influence of drugs, alcohol and/or fatigue).</li> </ul>
<b>Recruitment/sourcing methodologies</b>	<ul style="list-style-type: none"> <li>Undertake consistent recruitment/sourcing methodologies following SA Water recruitment/sourcing processes and procedures in a timely and professional manner.</li> <li>Deliver the end to end recruitment process across multiple positions that are permanent or max-term engagements with a customer focus.</li> <li>Support temporary recruitment process when required</li> <li>Undertake recruitment activities that ensure a high level of candidate care.</li> </ul>

**Safe | Innovative | Trustworthy | Courageous | Agile | Collaborative**

	<ul style="list-style-type: none"> <li>• Ensure candidates are well informed and form a positive impression of SA Water as an employer.</li> <li>• Participate on interview panels as required.</li> <li>• Coordinate candidate interviews and visits and respond to general enquiries for employment.</li> <li>• Undertake pre-employing screening including but not limited to reference checking, pre-employment medical assessments, police checks and psychological assessments if required.</li> <li>• Establish effective recruitment administration systems and processes.</li> <li>• Contribute and manage talent pools for future positions.</li> <li>• Utilise LinkedIn recruiter and SEEK Premium talent to strategically source candidates</li> </ul>
<b>Contribute to the continuous development of the recruitment function and plans</b>	<ul style="list-style-type: none"> <li>• Maintain knowledge of national and global recruitment practices and trends.</li> <li>• Maintain knowledge of ATS system (Page Up)</li> <li>• Participate in recruitment projects as required.</li> <li>• Participate in training for development and up-skilling</li> </ul>
<b>Recruitment governance and system maintenance</b>	<ul style="list-style-type: none"> <li>• All recruitment and employment documentation scanned and attached as required in the documentation and on-line recruitment systems.</li> <li>• Ensure that all activities are entered into the online recruitment tool to ensure accurate capturing and reporting of recruitment activity.</li> <li>• Ensure all work undertaken is consistent with the SA Water Code of Conduct.</li> <li>• Ensure positions are audited prior to being closed.</li> <li>• Ensure adherence to the recruitment procedure for all recruitment activities.</li> </ul>

### Knowledge, skills, and experience the role requires:

Foundation Knowledge, Skills, Experience, and Qualifications	Essential/Desirable
Tertiary qualifications in Business/Human Resources Management	Desirable
Knowledge of e-recruitment tools	Essential
Previous recruitment experience Internal or Agency	Essential
Proven ability to communicate effectively to a diversity of people on a range of sensitive and complex issues	Essential
Intermediate computer skills	Essential
Comprehensive knowledge and practical experience in a range of recruitment and selection activities	Desirable

## Who you work with

Key Stakeholder Relationships critical to the success of this role:

- HR Business Partners
- Candidates
- External recruitment agencies
- People & Safety Senior Managers, Managers, and team members

## Special conditions

- Flexible hours and some after hours as required, some intra and interstate travel.
- To ensure your safety in performing the inherent requirements of the role, you will be required to undergo initial and subsequent medical clearances in addition to some immunisations as relevant to your position.
- Depending on the role you will be required to undergo initial and/or subsequent clearance checks to ensure your ongoing suitability for the role. These may include a criminal police check, traffic check, Working with Children and/or Working with Vulnerable People.

**The Position Description outlines what the requirements of the role are. The behaviours you demonstrate are equally as important, and form part of the inherent requirements of the role.**