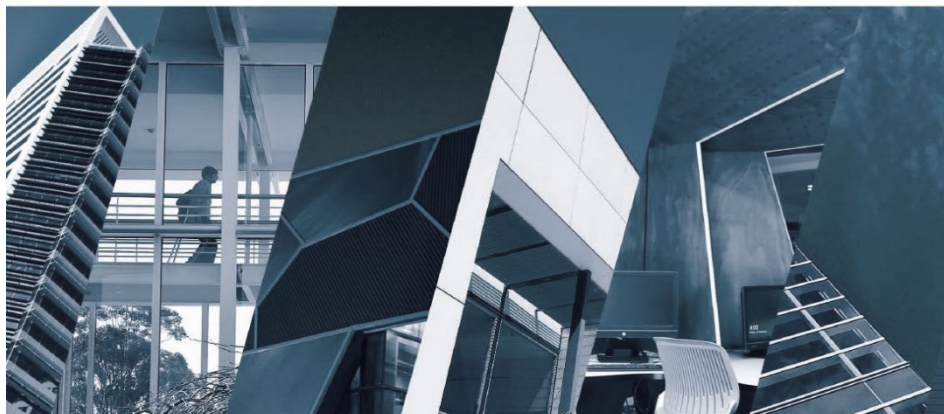


## Position Description



Position title:	Talent Acquisition Partner
School/Directorate/VCO:	Human Resources
Campus:	Berwick or Mt Helen Campus. Travel between campuses may be required.
Classification:	Within the HEW Level 7 range
Time fraction:	Full-time
Employment mode:	Fixed-term employment for two years
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Kristie Husk, Manager, Talent and Employee Experience Telephone: (03) 4313 7945 Email: k.husk@federation.edu.au
Recruitment number:	850337

## Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

## Portfolio

Human Resources provides a range of strategic and operational services for the organisation and its staff including talent management, policy development, planning, learning and development, change management, organisational reviews, workplace relations, payroll and benefits and employee support services.

The Human Resources team is an integral part of the business strategy and decision-making process focusing their efforts on strategic and operational programs and services that support our people and organisational objectives.

We develop partnerships based on trust and integrity to foster excellence and engagement, as we work to strengthen the University's ability to recruit and retain high quality staff, and develop a culture that encourages and supports academics and professional staff to reach their full potential.

Staff within the Human Resources Directorate will actively demonstrate:

- Customer centricity and a solution orientated approach;
- Prompt, efficient and quality service;
- Respect confidentiality and act with integrity in all matters;
- A positive approach to achieve the best possible outcomes;
- Close working relationships with our Schools and Directorates to identify needs and assist in servicing them;
- Respectful and courtesy at all times.

## **Position summary**

The Talent Acquisition Partner will work in partnership with the Manager, Talent and Employee Experience to deliver a seamless recruitment service providing specialist advice across all the stages of the recruitment process. The position will also provide an exemplary candidate experience while promoting the University's brand and employee value proposition.

The Talent Acquisition Partner is a recognised authority in recruitment practices and will ensure the best candidates in the market are recruited to fill vacant academic, general and TAFE staff positions as well as build and maintain effective relationships with hiring managers, candidates and third party providers to promote positive employee experiences across the University.

## **Position and Organisational relationships**

The Talent Acquisition Partner will contribute to the implementation of talent attraction processes and procedures adhering to University policies and procedures with latitude to refine these in line with industry best-practice. The position will also implement an exemplary candidate care program through attraction processes and the onboarding program in line with workforce requirements.

## **Level of supervision and responsibility**

The Talent Acquisition Partner reports to and receives broad direction from the Manager, Talent and Employee Experience, and provides and undertakes a proactive recruitment service that enhances a workforce of the future. The position will be a recognised authority in contemporary end to end recruitment processes and procedures and be willing to implement these into the talent acquisition function at the University.

The incumbent will be required to have a flexible working style to adapt to stakeholders at various levels as required.

## **Key responsibilities**

1. Consult with hiring managers to define and deliver recruitment requirements across University campuses.
2. In consultation with the Manager, Talent and Employee Experience, undertake end to end recruitment processes utilising innovative recruitment tools for staff recruitment working proactively and efficiently with all stakeholders.
3. Provide customer-centric candidate care to ensure the promotion of the University's brand and image is upheld.
4. Undertake selection processes utilising various recruitment tools including but not limited to online sourcing technology, skills testing, phone screening interviews, online reference checking etc.
5. Undertake direct sourcing utilising social media platforms, networking and other innovative resources to attract talent to the University.
6. Provide progress status reports to Manager, Talent and Employee Experience and hiring managers on recruitment activity.
7. Provide coaching to hiring managers on recruitment activities and selection processes and techniques.
8. Contribute to recruitment-related projects as required.

9. Build, maintain and enhance effective relationships with stakeholders to promote positive employee experiences across the University.
10. Reflect and embed the University's strategic purpose, priorities and goals when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
11. Undertake the responsibilities of the position adhering to:
  - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
  - Equal Opportunity and anti-discrimination legislation and requirements;
  - the requirements for the inclusion of people with disabilities in work and study;
  - Occupational Health and Safety (OH&S) legislation and requirements; and
  - Public Records Office of Victoria (PROV) legislation.

## Training and qualifications

A degree with subsequent relevant experience; or extensive talent acquisition experience and management experience in recruitment services; or an equivalent combination of relevant experience and/or education and training.

Exposure to the higher education sector would be highly regarded.

## Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

1. A degree with subsequent relevant experience; or extensive talent acquisition experience and management experience in recruitment services; or an equivalent combination of relevant experience and/or education and training.
2. Demonstrated experience in implementing attraction and sourcing strategies including attracting diverse talent at a large and/or complex organisation.
3. Demonstrated experience and thorough understanding of end to end recruitment processes.
4. Demonstrated ability to organise, plan and meet rigid and conflicting demands and deadlines along with the ability to adapt to changing priorities
5. Demonstrated oral and written communication skills with the ability to adapt communication styles to the differing stakeholders.
6. A creative mindset to develop innovative solutions.
7. Demonstrated ability to exercise initiative, independent judgement and problem solving abilities to gain the confidence of stakeholders to ensure a positive experience for employees and potential candidates.
8. Demonstrated alignment with the University's commitment to child safety.

***The University reserves the right to invite applications and to make no appointment.***

*It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.*