

Mission Australia

About us:	<p>Mission Australia is a non-denominational Christian organisation that has been helping people re gain their independence for over 155 years.</p> <p>We've learnt the paths to getting back independence are different for everyone. This informs how we help people, through early learning and youth services, family support and homelessness initiatives, employment and skills development, and affordable housing. Our nationwide team delivers different approaches, alongside our partners and everyday Australians who provide generous support.</p> <p>Together we stand with Australians in need, until they can stand for themselves.</p>
Purpose:	<p>Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.</p> <p><i>"Dear children, let us not love with words or speech but with actions and in truth." (1 John 3:18)</i></p>
Values:	Compassion Integrity Respect Perseverance Celebration
Goal:	To reduce homelessness and strengthen communities.

Position Details:

Position Title:	Talent Attraction Coordinator
Division:	Human Resources
Reports to:	Group Manager, Talent Attraction and Volunteering
Position Purpose:	This position provides administrative and process support to the Talent Attraction Team by coordinating the recruitment process in a high-volume and fast paced environment.

Position Requirements (What are the key activities for the role?)

Key Result Area 1	Talent Attraction Process Support
Key tasks	Position holder is successful when
<p>Provide support to the Talent Attraction Team by posting job adverts; assisting in scheduling and booking interviews and conducting references and other background checks.</p> <p>Respond to talent attraction related queries.</p>	<p>Quality of process is achieved whilst maintaining high volume talent attraction support.</p> <p>Queries are responded to in a timely and professional manner.</p>

<p>Assisting the Talent Attraction Team and Hiring Managers with Assessment Centres and other bulk recruitment activities.</p> <p>Coordination of the Mission Australia Employee Referral Scheme.</p> <p>Other Talent Attraction support as required.</p>	<p>Employees and referrals are responded to in a timely manner and the Employee Referral Database is accurate and up to date.</p> <p>Support is provided with a “can do attitude” and initiative is utilised in providing assistance to the Talent Attraction Team.</p>
Key Result Area 2	System Management & Metrics
Key tasks	Position holder is successful when
<p>Maintain PageUp as well as candidate databases and spreadsheets.</p> <p>Build reports from PageUp and other talent attraction systems and maintain data for periodic metric reporting.</p>	<p>All databases are maintained with accurate and timely information.</p> <p>Reports are presented in a “user friendly” and professional style; include reliable and accurate information; and are submitted by the required deadline.</p>
Key Result Area 3	Accounts Support
Key tasks	Position holder is successful when
<p>Process all talent attraction accounts ensuring payment deadlines are met.</p> <p>Maintain accounts database and provide reporting on talent attraction cost trends.</p>	<p>Accounts are processed early enough to allow the GM, Talent Attraction & Volunteering enough time to approve accounts. The information uploaded is accurate and costed correctly.</p> <p>Database is maintained as accounts are processed. Reports are presented in a “user friendly” and professional style; include reliable and accurate information; and are submitted by the required deadline.</p>
Key Result Area 4	Talent Attraction Project Support
Key tasks	Position holder is successful when
Provide administrative support on Talent Attraction Projects as required.	Administrative support is timely and of a high quality and attention to detail is met.

Manage projects that relate to the Talent Attraction Coordinator's role from design to implementation.

Project documentation/process is of a high quality and adds value to the team and wider MA. Positive feedback is received from key stakeholders.

Identifying opportunities for continuous improvement in talent attraction processes and systems.

Documents are updated and improved to reflect current and best practice.

Work Health and Safety

Everyone is responsible for safety and must maintain:

- A safe working environment for themselves and others in the workplace
- Ensure required workplace health and safety actions are completed as required
- Participate in learning and development programs about workplace health and safety
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries

Purpose and Values

- Actively support Mission Australia's purpose and values;
- Positively and constructively represent our organisation to external contacts at all opportunities;
- Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times;
- Operate in line with Mission Australia policies and practices (EG: financial, HR, etc.);
- To help ensure the health, safety and welfare of self and others working in the business;
- Follow reasonable directions given by the company in relation to Work Health and Safety.
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries
- Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards
- Actively support Mission Australia's Reconciliation Action Plan.

Recruitment information

Qualification, knowledge, skills and experience required to do the role

- Tertiary qualifications, ideally in Human Resources or a related field (desirable);
- Experience supporting a recruitment team and/or experience in recruitment in a fast paced environment;
- Strong attention to detail;
- Extremely organised and the ability to thrive in a fast-paced and high volume environment;

- Sound communication skills, including a friendly and professional phone manner and articulate written capability;
- Proficient computer skills including Microsoft Office Suite, specifically Word, Excel and PowerPoint;
- Experience using Recruitment Systems – ideally PageUP; and
- Confidentiality.

Key challenges of the role

- Working in a newly established team
- Balancing quality of work with timeliness
- Juggling multiple stakeholders and timelines

Compliance checks required

Working with Children	<input type="checkbox"/>	
National Police Check	<input checked="" type="checkbox"/>	
Vulnerable People Check	<input type="checkbox"/>	
Drivers Licence	<input type="checkbox"/>	
Other (prescribe)	<input type="checkbox"/>	_____

Approval

Manager name Amber Smith

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