



POSITION DESCRIPTION

Position Title	D&I Candidate Manager	Position No.	[Position No.]
Team	[People & Culture]	Classification	[Administrative/Professional]
Department	Recruitment, Performance & Reward	Schedule Roster Cycle	[Schedule A] [Non-Rostered]
Location	Ultimo	Band / Level	[Band 5-6]
Reports to	HEAD RECRUITMENT, PERFORMANCE & REWARD 30000005	HR Endorsement	[Endorsement]
Purpose			

Employ a range of candidate attraction and sourcing strategies to build the talent pipeline for key content maker and executive positions to meet our current and future strategic workforce needs which includes ensuring that we look and sound like contemporary Australia.

Key Accountabilities

Attraction & Sourcing

- Develop a thorough understanding of where talent can be found and utilise a range of sourcing strategies (direct sourcing, search, social media, advertising, job boards etc) to unearth the best candidates from a diverse range of backgrounds for content and executive roles.
- Contribute to recruitment campaigns and content to promote the ABC as an inclusive and diverse employer and to attract diverse candidates.
- Map local markets to determine where is the best talent in the media industry

Talent Pipeline & Candidate management

- Create and manage 'talent' pools of potential candidates for content making roles
- Develop strong relationships with passive and active candidates;
- Proactively manage relationships with high potential candidates, be aware of their movements, availability, changing experience and changing skill sets.
- Manage candidate "aftercare" and follow up with unsuccessful applicants where their skill set may be redeployed elsewhere or at a future date

External Partnerships & Networks

- In partnership with the Indigenous, Diversity and Inclusion team, establish and maintain partnerships with external agencies and organisations to better promote the ABC as a diverse and inclusive employer and to reach potential candidates from a diverse range of backgrounds
- Leverage employee networks and social media forums to reach candidates that are representative of the diverse communities the ABC serves.

Effective and Inclusive Recruitment & Selection

- Assess potential candidates: review resumes; LinkedIn profiles; screen and interview
- Work collaboratively and flexibly as part of the Recruitment team and act as a key recruitment point of contact for the sourcing, surfacing and referring candidates for content maker and executive roles; assist with support for hiring managers when required.
- Advise and assist hiring managers on inclusive screening and shortlisting and refer qualified candidates for inclusion in the shortlists.
- Support executive recruitment and search to support diverse and inclusive shortlisting and hiring decisions.
- Utilise the functionality of the ABC's recruitment system (PageUp) to manage talent pools and reporting.





POSITION DESCRIPTION

- Review selection outcomes and decisions; track and monitor progress against D&I workforce targets
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

Key Capabilities/Qualifications/Experience

1. Previous experience recruiting for content making roles and a broad understanding of the capability requirements for different content roles.
2. Understanding of diversity principles and practice as they apply to recruitment.
3. Proven ability to establish networks and contacts with a diverse range of people into content making and creative roles.
4. Understanding of the media industry; willingness to keep up to date with trends and developments in the industry; established industry networks and success sourcing candidates for content making roles
5. Proven knowledge of contemporary recruitment & sourcing strategies and ability to innovate and continuously improve current recruitment practices.
6. Excellent relationship building and communication skills. Able to work in a flexible team-based environment and to respond effectively to candidates, clients and colleagues while maintaining and building rapport.
7. Experience using an e-Recruitment system highly desirable, preferably PageUp.
8. Proven track record in meeting tight deadlines with an aptitude for accuracy, attention to detail and the ability to manage multiple priorities.
9. Ability to undertake research, manage excel data bases and prepare reports
10. Displays professionalism, personal drive and initiative.
11. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
12. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
13. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.