

Position Description

Title	Recruitment Project Lead
Business unit	People and Culture, Talent & South & East Victoria, CYF
Location	130 Lonsdale Street, MELBOURNE
Employment type	12-month maximum term 0.8 FTE
Reports to	Craig Wood – Senior Manager, Talent Belinda Berry – Senior Manager, Early Help & Entry Point

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We’ve been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We’re there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We’re proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia’s First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

The Southern Melbourne Family Violence Regional Integration Committee (SMFVRIC) and Bayside Peninsula Integrated Family Violence Partnership (BPIFVP) provide area-based leadership on family violence service integration and planning, bringing together the many specialists and broader sector services whose work intersects with the family violence service continuum (primary prevention, early intervention, response and healing & recovery). The focus of the FVRICs strategic priorities is to create a more integrated ‘one system’ approach to dealing with family violence.

The Recruitment Project Lead is responsible for leading a government-funded project to reduce current and future numbers of family violence and sexual assault sector employment vacancies among all participating agencies / partners within the Southern Melbourne Area (SMA) and Bayside Peninsula Area (BPA) Family Violence Regional Integration Committee/Partnership. The Project will focus on a regional approach to candidate awareness; attraction; recruitment; and retention that will aim to:

- Address vacancy challenges across family violence and sexual assault services,

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- Seed innovation and build the evidence base for attracting, recruiting, and retaining workers to the family violence and sexual assault sectors,
 - Increase capacity for the Southern Melbourne Family Violence Regional Integration Committee (SMFVRIC) and Bayside Peninsula Integrated Family Violence Partnership (BPIFVP) to drive systemic change and develop scalable models, to enhance workforce outcomes for organisations, employees, and job seekers.
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2. Scope

Budget:

- \$33,990 OPEX for talent attraction, social media campaigns, forums, roadshows, and open days

People:

- Nil
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3. Relationships

Internal

- Talent Team
- South Victoria Senior Leadership Team
- Principal Strategic Advisors - BPA and SMA
- Program Delivery teams

External

- Department of Families, Fairness, and Housing (DFFH)
 - Centre for Workforce Excellence (CWE)
 - SMFVRIC and BPIFVP Member agencies (specialist family violence and sexual assault services)
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4. Key responsibility areas

Project Leadership

- Collaborate with Southern Region Project Advisory Group & member agencies to develop a Workforce Vacancies Demonstration project plan including budgets and resource allocations.
- Define project goals, objectives, and timelines in line with CWE project logic requirements.
- Implement project and monitor progress against identified milestones and CWE reporting requirements.
- Ensure compliance with project requirements, standards, and program guidelines.
- Identify and manage project risks.

Talent

- Collaborate with member agencies to create a consistent and cohesive recruitment workflow process.
- Develop better-practice guidelines, tools, resources, and related processes for awareness, attraction, and recruitment activities.
- Monitor project performance and outcomes through the collection and analyses of talent acquisition data.
- Collaborate with member agencies to plan, implement, and review talent awareness campaigns & outreach activities in line with project plan.

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Collaborate with P&C Business Partners, Workforce Experience and people leaders to improve retention rates.

- Collaborate with member agencies to plan, implement, and review targeted talent attraction and recruitment strategies to positively influence retention.
- Create a positive candidate and hiring manager experience.

Stakeholder Engagement

- Liaise closely with a range of internal and external stakeholders, obtaining knowledge and information to shape and inform the project plan.
- Foster positive relationships and build shared objectives, identifying strategies to mitigate potential risk.
- Design and lead the delivery of project stakeholder engagement activities to ensure member agencies are included and informed through the project planning and implementation phase
- Attend various CWE, member agency and DFFH engagements as required.
- Develop tools, resources and processes to build stakeholder engagement confidence and enable new member agencies to join the project at differing times.

People and teams

- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships.
- Promote and maintain a positive, respectful and enthusiastic work environment.
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
 - Based on a relationship with a current member of Uniting's workforce
 - Based on my ongoing work with another organisation

5. Performance indicators

- Project Plan completed and endorsed by CWE.
- Mandatory reporting delivered in accordance with CWE requirements.
- Others to be determined through project development.

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6. Person specification

Qualifications

- N / A

Experience

- Demonstrated success in project management and project leadership.
- Proven track record in building and maintaining effective working relationships with a range of stakeholders.
- Experience in community services and Not-For-Profit sector.
- Knowledge of Talent Attraction methodologies.
- Extensive experience in Talent Acquisition.
- Excellent communication and collaboration skills.
- Problem-solving and critical thinking capability.

Core selection criteria

- **Customer Experience:** Understanding of the importance, and delivery of a positive internal and external customer experience.
 - **Project Delivery:** proven capability to develop and delivery project initiatives on-time and in-scope.
 - **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
 - **Technology:** capability with ATS', CRMs, and other relevant SaaS platforms.
 - **Service Delivery:** capability to work within a complex organisational structure and provide service delivery across a geographically dispersed customer base.
 - **Employer Brand:** experience with the design and delivery of successful recruitment, marketing campaigns including the creation of relevant assets.
 - **Demonstrated ability** to provide safe environments for children and young people and protect them from abuse and neglect.
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7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

8. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

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Date: