

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 end homelessness and strengthen communities.

Position Details:

Position Title: Talent Attraction Advisor

Division:	People and Culture
Reports to:	Manager Talent Attraction
Position Purpose:	<p>Strategic and operational Talent Attraction work supporting Mission Australia business leaders to attract talent into the organisation.</p> <p>Facilitates internal talent career pathways, using varied strategies and mediums, in order to maximise every hiring opportunity. This role supports Business Leaders with subject matter expertise on innovative talent attraction strategies which include: contemporary sourcing methodologies and approaches; market mapping; screening and selection tools; championing user experience; talent pipelining and pooling; and Employee Value Proposition development.</p>

Position Requirements

Key Result Area 1	Talent Acquisition Strategy
Key tasks	Position holder is successful when
Utilise a research-oriented mindset to develop a strong understanding of local and regional talent markets to guide their resourcing strategies.	Sourcing strategies are tailored to business unit and location of role. Market trend-analysis is used and underpins sourcing strategies.
Build talent pipelines and pools by proactively mapping the market.	Varied and appropriate modes of candidate attraction are utilised for each hiring exercise,

<p>Ensure continuous improvement is achieved and internal and external metrics are used to guide talent acquisition strategies.</p> <p>Talent attraction strategies are cost effective and business relevant.</p> <p>Provide best practice, talent attraction process including, screening and selection of applicants, including testing and reference checking.</p> <p>Maintain knowledge of contemporary TA practices by attending external for a, networking and looking at other organisations' practices.</p> <p>MA TA policies and procedures are followed and met i.e. ATS kept up to date at all times, references and police checks are completed.</p>	<p>beyond classical adverts.</p> <p>Metrics are used and continuous improvement is demonstrated.</p> <p>Past talent attraction methods and outcomes are reviewed and learnt from to demonstrate continuous improvement.</p> <p>Ensure costs reflect quality of outcomes and hiring processes demonstrate creativity of sourcing strategy and approach, quality of hire and TA Service Level Agreements.</p> <p>Process is tailored to the role and appropriate selection methodologies are utilised and are reflected through quality outcomes.</p> <p>Quality of hire is demonstrated through lived experience, manager surveys and successful completion of probationary period.</p> <p>TA approach and policies and processes are reviewed to align with contemporary TA practice.</p> <p>Policies, procedures and Service Level Agreements are adhered to and met.</p>
Key Result Area 2	Stakeholder Engagement
Key tasks	Position holder is successful when
<p>Proactively engage with internal stakeholders in a consultative way, determining the most relevant approaches to meet their hiring needs.</p> <p>Attend business meetings, work on-site to ensure business relevance and understanding of business needs.</p> <p>Coach and equip hiring managers with skills and tools necessary to effectively hire the "MA way"</p> <p>Attend succession planning meetings to become familiar with internal talent pool.</p>	<p>Business Leaders advocate working with the TA BP utilising SME as opposed to focusing on a transactional approach. As evidenced by manager surveys.</p> <p>Strong sourcing brief is completed to ensure understanding of role needs including agreed SLAs.</p> <p>Work on-site a minimum of once bi-monthly. TA BP attendance and input at business meetings.</p> <p>Hiring managers successfully contribute their part to the TA process and grow a "talent scout" mindset.</p> <p>Leverage increased knowledge of internal talent pool to facilitate successful internal candidate outcomes and career movements across MA.</p>

Key Result Area 3	User Experience/Brand Management
Key tasks	Position holder is successful when
<p>Positively contribute to brand advocacy through championing user experience for both business leaders and candidates.</p> <p>Actively promote MA brand through displaying integrity and professionalism in all interactions with stakeholders including candidates and suppliers.</p> <p>Proactively manage brand optimisation to ensure external representation is accurate and best promotes the MA brand.</p>	<p>Communicate frequently and authentically with business leaders and candidates throughout the TA lifecycle, thus creating brand advocates.</p> <p>Create future pipelines through effective candidate care and management. Increase number of shortlisted candidates presented from this source.</p> <p>Positive feedback is received through candidate and manager surveys.</p> <p>Consistently review advertisements, position descriptions and LinkedIn profiles to ensure that MA brand is optimised at all times.</p>
Key Result Area 4	Talent Acquisition Projects
Key tasks	Position holder is successful when
<p>Initiate and manage projects to enhance the TA function and experience, i.e. Hiring Manager Training, ATS optimisation, PD reviews, Social Media utilisation and candidate pool creation.</p> <p>Lead, manager, deliver and/or participate in TA and/or HR projects, activities and/or tasks as required by Manager Talent Attraction.</p>	<p>Projects are delivered on time and on budget.</p> <p>Project achieves its purpose i.e. Improvement in Hiring manager knowledge and capability etc.</p> <p>Projects/tasks are delivered on time and on budget and meet quality metric.</p>

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

Position Description |

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

The Talent Attraction Advisor will have demonstrated experience gained within a similar internal recruitment role and will be able to demonstrate an understanding of local employment law.

- Experienced in full life-cycle recruiting, sourcing and employment branding;
- Demonstrated understanding of varied candidate attraction/ sourcing methodologies including contemporary social media use;
- Well-developed understanding of selection methods and techniques and recruitment best practice;
- Commercial approach - willing to work closely with the business to understand its needs in a proactive fashion and devise relevant solutions to meet these;
- Project management and volume hiring experience;
- Advanced problem solving skills;
- Passion for customer service/ UX, with advanced relationship management and influencing skills;
- Strong communication skills;
- Self-motivated and resilient;
- Excited by metrics, you will use these to inform and guide future action;
- Extremely well organised - a "finisher completer";
- Tertiary qualifications would be well regarded, particularly in HR.

Key challenges of the role

- Volume;
- Earning a "seat at the table" to work with the business in a different way;
- Building whilst we fly". There is some enhancement to be done to the way MA attracts talent.

Compliance checks required

Working with Children	<input checked="" 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

Kath Power

Approval date

March 2020