



POSITION DESCRIPTION
Talent Acquisition Partner

November 2023

UNIVERSITY of
TASMANIA 

Position Summary

College / Division	People and Wellbeing
School / Section	Organisational Development
Location	Hobart or Launceston
Classification	HEO Level 8
Reports to	Talent Acquisition Lead

The Opportunity

The Talent Acquisition Partner acts as a trusted business advisor and works collaboratively and in partnership with senior hiring leads across the University. Providing market mapping, head hunting, talent acquisition and consulting services, the role is focused on delivering exceptional experience across the University. The Talent Acquisition Partner blends full lifecycle talent acquisition and hard to fill vacancies using integrated and innovative talent strategy development where consultation, data driven storytelling and collaborative partnerships is fully leveraged.

Our Talent Acquisition Partners are critical to the ongoing success of the University, establishing long-term trust with leaders at all levels, and partnering cross-functionally across Academic and Professional Services. Success is achieved through the development of recruiting plans, employing sourcing strategies and resources as well as developing new, creative recruiting ideas. The Talent Acquisition Partner plays a critical role in ensuring our diversity and inclusion sourcing efforts serve as a pipeline of high potential talent into the University.

The Talent Acquisition Partner will deliver end-to-end talent acquisition campaigns, focused on attraction, assessment, and selection of the highest caliber candidates for senior appointments across both technical and non-technical disciplines. A key element of the role will be to coach, enable and support Business Partnering teams and Hiring Managers on a range of operational and procedural talent acquisition matters that deliver best practice campaign strategies, talent pooling, search, selection and assessment outcomes. Supporting the redesign of talent acquisition systems, methodologies, templates, and procedures, the Talent Acquisition Partner will support the delivery of the University's people strategy and associated services, including the collation of reports to support and monitor progress against targets.

About the University of Tasmania

In 1890, our university was founded with an important purpose: providing our island with the academic excellence to thrive. Today, we continue to make our home a better place. And working together, we do extraordinary things that have global outcomes.

From early on, our role has been to help people flourish and thrive. Isolation and a small population require us to work harder. The stories of our island are told by those needing to solve unique problems in unique ways. Here, success takes a quiet determination and adaptability. In turn, this makes us broader, more rounded, multi-skilled thinkers and creative problem solvers, and it sees our institution generative powerful ideas for and from Tasmania.

Because of our unique setting and challenges we go beyond creating places of learning. We strive to stimulate economic growth, lift literacy, improve health outcomes for Tasmania and nurture our environment as it nurtures us.

We welcome enquiring minds, from near and far, to join us in our pursuit of the extraordinary.

Accountabilities and outcomes

Purpose

The Talent Acquisition Partner will play an instrumental part in establishing University's reputation as an employer of choice in Tasmania and the Higher Education Sector. This will be achieved by creating and enabling people centered, career enriching experience and proactively engaging our stakeholders to deliver best outcomes.

Key Result Areas

- Act as the key contact to manage and facilitate the delivery of senior & mission critical talent acquisition services for Colleges and Divisions.
- Facilitate and support end-to-end talent acquisition activities across all campuses with a strong focus on people, processes, and continuous improvement in talent acquisition and sourcing processes and systems.
- Establish, develop, and maintain partnerships with key stakeholders and People and Wellbeing team to ensure clarity of strategy and translation into an effective talent acquisition strategy.
- Collaborate with leaders to understand College/Division workforce plans and hiring requirements and ensuring sourcing strategies meet their needs.
- Utilise reports and analysis of talent acquisition activities as a basis for continuous improvement in stakeholder relationship by highlighting concerns/issues and providing appropriate recommendations.
- Provide regular pre-defined talent acquisition and sourcing key performance indicators, metrics and progress updates as required.
- Work in partnership with People and Wellbeing Business Partners and the People Services team to ensure alignment and consistency in the delivery of People and Wellbeing functions across the University.
- Undertake other duties within the field of expertise and knowledge as required by the Talent Acquisition Lead and/or members of the People and Wellbeing Executive team.

Behavioural Expectations

We aim to everyone to have a positive experience at our university, and all staff contribute toward creating a university culture that is safe and supportive, enabling our community to flourish by:

- Treating all others – staff, students and community with fairness, equity and respect.
- Ensuring the workplace is an inspiring and safe place to be.
- Ensuring the workplace is free from harassment, bullying, victimisation and discrimination.

Success profile

Personal Attributes

- **Rapport Building:** Enjoys interacting with other people and effectively establishes rapport by putting others at ease. Effectively promotes achievement and recognition.
- **Communicative:** Enjoys articulating information and giving presentations. Shapes opinion through influencing skills while challenging established views and assumptions.
- **Driven:** Takes action and uses initiative to seize opportunities and pursue outstanding results, even when presented with difficulties or setbacks.
- **Investigative:** Readily takes up opportunities to learn and acquire new skills and is able to identify issues and make intuitive judgements.

Core Capabilities

- **Self-Awareness and Interpersonal Skills:** Recognises and regulates emotions and behaviour in the work context and effectively builds relationships with others to create a collaborative and empowering environment that enables people to achieve and thrive.
- **Well Managed Delivery and Performance:** Effectively deploys management systems including planning, operational controls, ongoing performance management and reviews, progress and impact measurement and retrospective operational and outcome reviews.
- **Growth Mindset:** Adopts a growth mindset and consistently seeks feedback, makes others comfortable with taking risks and experimenting to improve over time.
- **Continuous Improvement:** Continuously finds ways to improve and simplify processes, systems and practices to deliver improved outcomes for our students, staff and community by utilising practices such as Lean, Agile and Design Thinking.

Role Specific Skills, Knowledge and Experience

- Demonstrated talent acquisition experience working directly with hiring managers in a large and/or complex organisations, ideally in a higher education sector.
- Well-developed capacity to utilise candidate attraction and search techniques, talent pooling and selection assessment methodologies.
- Strong knowledge of the labor market, in particular Tasmania.
- Accomplished skills in creative ways of overcoming talent shortages
- Proven negotiation, influencing and analytical skills, with creative problem-solving abilities including well developed judgment, initiative, and decision-making skills.
- Exemplary knowledge of HR systems and talent acquisition software
- Experience in understanding Australian Working Right and visa conditions with the ability to effectively determine how they impact talent acquisition process and outcomes.
- Ability to interpret and understand how relevant employment legislation and policy impacts the talent acquisition process.
- Excellent interpersonal skills, including the ability to effectively liaise with stakeholders at all levels including executive management.
- Ability to work in a flexible and collaborative manner.
- Highly developed skills in effective stakeholder management and proven ability to build effective and collaborative partnerships.
- Strong service and support ethic to enable people managers to achieve their strategy.
- Demonstrated ability to work independently and within a team environment.
- Well-developed skills in overcoming ambiguity, multi-tasking and working to tight time frames and deadlines.
- Ability to progress work to completion with strong attention to detail, accuracy and meeting tight deadlines.

Other Requirements

To be eligible for this position, you are required to hold Australian or New Zealand Citizenship, permanent residence or a valid visa that enables you to fulfil the requirements of this role.



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The intention of this Position Description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties may be altered in accordance with the changing requirements of the position