

## POSITION DESCRIPTION

Bundaberg Regional Council has a vision 'To Build Australia's best Regional Community'. This position description outlines the values that underpin this vision and an overview of the general duties and responsibilities required in this role.

### Overview

Position Title:	Senior Talent Specialist	Industrial Instrument:	Bundaberg Regional Council Certified Agreement plus Queensland Local Government Industry Stream A Award
Position Number:	TBA	Classification Level:	5
Employment Location:	Bundaberg Service Centre	Position Status:	Full-time
Department:	Organisational Services	Document Last Reviewed:	6/1/2020
Branch:	People Safety & Culture	Job Dictionary:	N/A
Accountable To:	Team Leader Human Resources Operations		
Aim of Position:	This position supports Council's direction by overseeing and coordinating the contemporary, professional and technical end-to-end recruitment, talent acquisition, on-boarding and labour hire management services for the organisation. This role provides supervision and support to the Talent Specialist. This role will train, coach and mentor leaders throughout Council in best practice recruitment.		

### Council Values

Bundaberg Regional Council's culture is driven by the following values:



### Key Responsibilities

1. Promote, train, maintain, continuously improve and innovate Council's talent sourcing and acquisition frameworks and strategies including software systems, policies, procedures and forms.
2. Provide oversight and direction in the end to end talent sourcing and acquisition process for whole of Council e.g.: advertising, shortlisting, interviewing, screening, induction and on-boarding and overall candidate management.
3. Provide an up-to-date knowledge of talent sourcing and acquisition best practices and innovations with a view of implementing fit-for-purposes strategies and practices throughout Council.
4. Partner with and provide professional advice, assistance and coaching regarding talent sourcing and acquisition to hiring leaders including advertising strategies, headhunting and interviewing.
5. In consultation with Council's communications team and the Team Leader HR Operations, develop, implement, monitor and review Council's talent sourcing and acquisition social media strategy.
6. Manage Council's labour hire processes including providing professional advice and assistance to Council's Leaders and being the point of contact for labour hire companies.

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7. Participate in short listing and interview panels at the request of hiring leaders and oversee the required screening processes e.g.: pre-employment medicals, aptitude tests & Police Checks.
8. Generate monthly reporting regarding talent sourcing and acquisition for Council.
9. Oversee, coordinate, monitor and prepare, when required, relevant paperwork for recruitment including position descriptions, correspondence, and working visa's ensuring compliance with relevant legislation and Council's policies and procedures.
10. Work effectively and efficiently as a part of a high performing human resources team to provide excellent customer service to internal and external customers.
11. Provide supervision, expert advice, coaching and mentoring to the Talent Specialist.
12. It is expected that the incumbent undertake other reasonable duties and tasks requested by Management within the incumbent's capabilities.

## Position Requirements - Qualifications and Experience:

### Mandatory:

1. Tertiary qualifications in human resources, business, administration or a related field, and/or significant experience within a similar role.
2. Demonstrated experience in a senior recruitment role with end to end contemporary talent sourcing and acquisition processes for a medium to large employer.
3. Demonstrated experience in operating in a supervisory role with the ability to lead, coach and mentor direct reports.
4. Excellent customer service, interpersonal, team work and communication skills, including the ability to build networks and strong relationships with internal and external customers such as recruitment agencies, registered training organisations and labour hire companies to get the best outcome for Council.
5. Experience in providing talent acquisition training, advice, assistance and coaching to leaders on how to apply best practice talent acquisition principles and approaches.
6. Strong IT skills including the ability to use recruitment/applicant tracking software and Microsoft Office Suite in order to manage recruitment and provide accurate reporting to stakeholders.
7. Strong administration and organisational skills with the ability to exercise initiative, organise workloads, problem solve, prioritise competing requests, meet deadlines and work with minimal supervision.

### Desired:

1. Experience in a local government environment.
2. Experience in Scout Talent or similar recruitment system.

## Organisational Capabilities – Individual Employees (Leading Self):

The capabilities for all roles are obtained from the Capability Framework which describes key behaviours required at all levels and roles across Council. There are four mandatory capabilities that are required in all roles – building relationships, customer focus, safety and professionalism and job requirements.

Capability	Descriptors
Building relationships (mandatory)	<b>Engage people to build positive relationships:</b> <ol style="list-style-type: none"> <li>1. Puts themselves in other people's shoes to accept and value different thinking</li> <li>2. Uses sound communication skills of active listening, paraphrasing to check for understanding, and appropriate language depending on the audience</li> <li>3. Quickly assesses the emotions of colleagues around them and then adapts words, tone and gestures accordingly</li> </ol>

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Customer focus (mandatory)	<b>Focuses on customers:</b> <ol style="list-style-type: none"> <li>1. Actively works to understand customers and stakeholders</li> <li>2. Engages customers in a friendly and appropriate manner</li> <li>3. Shows respect for customers and stakeholders</li> </ol>
Safety and professionalism (mandatory)	<b>Models safe, professional and ethical behaviour:</b> <ol style="list-style-type: none"> <li>1. Identifies safety issues and problems, takes and monitors corrective action</li> <li>2. Is consistent in word and actions</li> <li>3. Is viewed as trustworthy, honourable and truthful, and respectful of the view of others</li> <li>4. Able to understand, monitor and channel their own emotions in a positive way whilst staying true to self</li> </ol>
Job requirements (mandatory)	<b>Applies knowledge and skill:</b> <ol style="list-style-type: none"> <li>1. Able to evidence knowledge appropriate for their role</li> <li>2. Demonstrates strong skills in their functional area</li> <li>3. Committed to maintaining a high standard of practice in their role</li> </ol>
Cross-organisational thinking	<b>Understands how their work makes a difference to Council:</b> <ol style="list-style-type: none"> <li>1. Can describe the vision and purpose for their direct area</li> <li>2. Able to describe how their work contributes to organisational objectives</li> <li>3. Considers wider organisational objectives when making decisions and performing their work</li> </ol>
Leading people	<b>Supporting others:</b> <ol style="list-style-type: none"> <li>1. Provides considered and supportive feedback to other team members and colleagues</li> </ol>
Developing people with a one team focus	<b>Supports others' capability development:</b> <ol style="list-style-type: none"> <li>1. Readily shares their knowledge and experience</li> <li>2. Acts as a coach, mentor, role model and sounding board for others</li> </ol>
Driving people's performance	<b>Focuses on performance:</b> <ol style="list-style-type: none"> <li>1. Seeks to understand tasks, asks questions and knows what is expected of them</li> <li>2. Approaches challenging work situations with positive energy</li> <li>3. Sets priorities and organises self to meet work deadlines</li> <li>4. Reports progress and any potential delays of issues which may impact on others</li> </ol>
Managing stakeholders	<b>Manages internal and external relationships:</b> <ol style="list-style-type: none"> <li>1. Written and verbal communication is clear and concise</li> <li>2. Listens to other actively and attentively</li> <li>3. Demonstrates a friendly and engaging interpersonal style</li> <li>4. Builds networks with peers</li> <li>5. Works collaboratively with others</li> </ol>
Decision making	<b>Makes sound decisions:</b> <ol style="list-style-type: none"> <li>1. Demonstrates ability to research, understand and analyze information relevant to work tasks</li> <li>2. Shows judgement in decision making</li> </ol>
Making improvements	<b>Open to making improvements:</b> <ol style="list-style-type: none"> <li>1. Shows a willingness to try new ways of working</li> <li>2. Generates and shares new ideas and suggestions for improvement</li> </ol>
Progressing change	<b>Responds flexibly to changes:</b> <ol style="list-style-type: none"> <li>1. Works to embrace and assist change</li> <li>2. Helps to engage others in the change process</li> <li>3. Shows resilience in times of uncertainty</li> </ol>

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## Organisational Accountabilities:

The organisational accountabilities are the expected standards of performance all roles and levels in Council

Accountability	Action
<b>1. Workplace Health and Safety</b>	<ul style="list-style-type: none"> <li>Actively participate and promote a health and safety culture that believes all incidents are avoidable and strives to create an environment free from injury or illness, and operate in accordance with Council's Health and Safety Duty Statement and associated safety policies/procedures.</li> </ul>
<b>2. Culture</b>	<ul style="list-style-type: none"> <li>Drive a positive and proactive customer service culture and demonstrate an active commitment to the culture, vision and values of Council.</li> <li>Comply with Council's Code of Conduct and all Council policies and procedures at all times.</li> </ul>
<b>3. Information Services and Technology</b>	<ul style="list-style-type: none"> <li>Protect and manage Council's information assets in accordance with legislative, Policy and process requirements.</li> <li>Use Council's technology appropriately and with respect.</li> </ul>
<b>4. Disaster Management</b>	<ul style="list-style-type: none"> <li>Assist, support and participate in Council's response to a disaster event, including any exercises and/or any event where the Business Continuity Plan is activated.</li> </ul>
<b>5. Customer Service</b>	<ul style="list-style-type: none"> <li>Demonstrate a comprehensive understanding of the customers of Council, creating a culture of customer service excellence.</li> </ul>
<b>6. Financial Accountability and Governance</b>	<ul style="list-style-type: none"> <li>Models compliance with Council's procurement Policy.</li> <li>Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.</li> <li>Legislative Sub-Delegations and authorisations may also be applicable.</li> </ul>
<b>7. Corporate record keeping</b>	<ul style="list-style-type: none"> <li>Ensure that full and accurate records are made for all business transactions conducted on behalf of Council and that all records of appropriately retained in accordance with Council's recordkeeping requirements.</li> </ul>

## Immunisation Requirements

It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment:

Vaccination Name	Requirement
Not Required	

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## Acknowledgment

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I hereby agree to abide by Council values, policies and the Local Government Act and that this position description clearly outlines the overall responsibilities, physical requirements (through the relevant Job Dictionary) and duties that are to be carried out as part of this role of which I agree to perform at the best of my abilities. I also understand that the position requirements represent the minimum requirements to perform the duties at the current level.

<b>Signature of Employee</b>	
<b>Print Name</b>	
<b>Date</b>	/ /

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