

POSITION SUMMARY

TALENT ACQUISITION CO-ORDINATOR (645)

Directorate	Corporate Services & Finance
Section	Human Resources
Classification	Band 3 Level 3 Grade 9
Position Status	Permanent full time – 35 hrs per week
Commencing Salary Range	\$94,343.18 to \$96,701.79 per annum + Super
Reports to	Manager Human Resources
Direct Reports	Nil
Work Location	Civic Centre, Russell Street, Bathurst

Position Purpose

The Talent Acquisition Co-ordinator plays a critical role in co-ordinating the talent attraction, recruitment & selection process for all roles across Council.

This role works closely with hiring managers and members of the HR team to implement effective & efficient recruitment & selection processes to improve quality hiring decisions & placement of quality talent.

This role will also ensure effective risk management, including screening processes, hiring manager support & capability.

The Talent Acquisition Co-ordinator plays a key role in the promotion of Council as an Employer of Choice in the region, reviewing Council's external brand as an employer, and identifying & leveraging appropriate promotion and recruitment channels.

This role will also undertake key projects connected to talent acquisition & employer branding.

Key Responsibilities

1. Review, prepare and manage Council's recruitment approach, including reviewing & utilising appropriate direct to market recruitment channels & strategies to source most appropriate talent for Council
2. Review, articulate & uphold Council's employer brand & identity as a recruiter & employer, in partnership with Manager Human Resources

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.

3. Review & own the end to end recruitment & selection process, identifying appropriate improvements & efficiencies
4. Co-ordinate the end to end recruitment & selection process, providing hiring manager support, guidance and partnership
5. Uplift hiring manager capability around selection and provide coaching as required
6. Build and provide Talent & Acquisition analytics, including time to recruit, new hire retention rates, probation & others to be defined
7. Co-ordinate screening & background checking processes, including reviewing & identifying requirements, and opportunities for improvement
8. Ensure effective candidate management, in partnership with hiring managers, in alignment with Council's brand and ensuring a professional experience of Council as an employer
9. Review Council benefits & offerings, in partnership with Manager Human Resources, identifying gaps & opportunities.

Selection Criteria

Essential

- Tertiary qualification in Human Resources management or related field.
- Minimum 5 years' experience in recruitment or talent acquisition.
- Demonstrated ability to influence and negotiate with individuals at all levels within Council, strong stakeholder management & engagement.
- Strong analytical skills with the ability to analyse information, analyse processes and formulate pragmatic solutions to meet business requirements.
- Demonstrated business acumen and professional judgement.
- Excellent written and verbal communication skills.
- Demonstrated ability to carry out multiple projects and achieve set goals within the required timeframes.
- Current Class C Drivers licence.

Desirable

- Experience in a large multi-faceted organisation.
- Experience in a regulated, structured environment.

Expected Organisational Standards

1. Follow defined WHS procedures.
2. Provide service to customers.
3. Work effectively in the local government context.
4. Work with others in local government.
5. Communicate in the Workplace.
6. Follow defined risk management policies and procedures.
7. Follow defined ethical guidelines from Council, including Code of Conduct.

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8. Follow defined environmental sustainability guidelines.

Employment Conditions

- 35 hour week with RDO every third week.
- Hours of work are 8.30am to 4.45pm Monday to Friday.
- Probationary period of 3 months
- Four weeks annual leave
- Long Service Leave after 5 years
- Superannuation of 11% paid by Council
- Medical, audio and drug and alcohol screening required as part of selection process

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