

<b>Position title:</b>	Talent Acquisition Partner
<b>Tenure:</b>	2-year initial appointment
<b>Location:</b>	Negotiable with successful applicant
<b>Classification:</b>	Executive Officer's Scale
<b>Salary range:</b>	\$135 380 - \$150 420

## About us

The Queensland Catholic Dioceses comprise five employing authorities in Brisbane, Toowoomba, Rockhampton, Townsville and Cairns, providing high quality education to more 100,000 students in 275 schools, with approx. 19 000 staff.

The Queensland Catholic Careers Collaborative (QC<sup>3</sup>) is a shared initiative across the Dioceses in prioritising the attraction, recruitment and retention of expert staff. The QC<sup>3</sup> comprises key human resource professionals working collectively in developing workforce strategies and building the collective profile of Queensland Catholic Education.

## About the role

The Talent Acquisition Partner supports the collective Queensland Dioceses' workforce strategies and ongoing efforts to improve capability by enabling both strategic and operational objectives. This position works collaboratively with the Diocesan representatives of the QC<sup>3</sup> to develop, implement and review strategies and initiatives that support workforce attraction, development and retention.

The Talent Acquisition Partner is responsible for coordinating, developing and facilitating the delivery of agreed state-wide initiative/s that ensure a focus on the wellbeing and resilience of workforces and support the following key strategies, contextualised to meet local priorities and objectives:

- Attraction and recruitment of education professionals
- Future of the teaching profession
- Retention of education professionals

## Key accountabilities

The Talent Acquisition Partner works with the QC<sup>3</sup> in the development and implementation of key priorities

The position calls for a proven and committed professional who is passionate about attracting, developing and fostering talent and embedding sustainable initiatives.

- Develop, customise and initiate talent, engagement and retention strategies, working collaboratively with leaders across the Queensland Dioceses to ensure a prominent and sustainable state-wide branding
- Differentiate current initiatives and strategies currently used in each Diocese as an attraction and retention strategy for consideration at a state level

- Forge and fortify strong professional relationships with external stakeholders such as Higher Education Institutions and professional associations through active participation in career expos, careers events, and pre-service initiatives
- Coordinate and consolidate Aspire and pre-service teaching initiatives to support a collective and visible approach to engaging school students in relation to careers in Catholic education
- In collaboration with Diocesan representatives, use relevant workforce data to identify workforce trends and risks, as these relate to localities and demographics, and propose strategies to manage risk and support workforce strategies and initiatives
- Coordinate and collaborate with Dioceses to promote graduate, early career and scholarship programs
- Undertake research and analysis to identify appropriate strategies that will assist with innovative attraction, selection and retention solutions that are sustainable and within industrial parameters, and that reflect contemporary-best practice
- Act as implementation lead for recruitment-related system reviews, for example, an Applicant Tracking System (ATS), to meet the requirements of Queensland Dioceses.

## Statement of responsibility

The carriage of the role will always presume the role-holder's responsibility to act cognisant of and in harmony with, the Mission and Purpose of Catholic Education and Catholic Education policies.

The employee will be expected to abide by the *Statement of Principles for Employment in Catholic schools*, the *Staff Code of Conduct* and other Diocesan guidelines.

Employees will maintain appropriate confidentiality, sensitivity and empathy in the execution and management of all matters.

Employees will demonstrate a willingness and acceptance to initiate and participate in relevant training and professional development opportunities.

Each employee is responsible for ensuring his/her health, safety and wellbeing and is expected to not willingly place at risk the health and safety of one's self or others.

Employees will:

- Adhere to Work Health and Safety instructions
- Promote a commitment to safe work practices
- Be familiar with workplace incident, hazard and accident reporting and emergency procedures
- Take reasonable action to avoid, eliminate or minimise risk and hazards
- Utilise personal protective equipment
- Participate in the development of a safe and healthy workplace
- Seek information and advice as necessary and comply with instructions.

## About you

### Experience

- Demonstrated experience in the scoping and implementation of contemporary initiatives designed to improve talent attraction and retention within a complex organisation
- Demonstrated experience in the design and implementation of sustainable initiatives that support the workforce functionality within a multi-faceted organisation
- Demonstrated experience in delivering on strategic objectives, leading transformational change and development, including implementation of innovative initiatives and platforms
- Demonstrated experience implementing, consolidating and coordinating the establishment of a new or transformed HR service offering
- Extensive experience in developing and leading people related strategic initiatives and workforce strategies

### Knowledge

- Demonstrated expertise in building practical organisational capability through development and management of strategic methodologies, frameworks and human resource processes
- Demonstrated skills in analysing and interpreting data, identifying issues and risks and developing appropriate strategies and evidence-based reports
- Strong knowledge of employment legislation, industrial instruments, policy and process as they relate to practice
- Proven highly developed analytical and problem-solving ability including excellent judgement and the ability to manage a number of projects within a given time period.

### Skills

- Exceptional consultative, verbal communication and interpersonal skills, particularly as demonstrated in the successful development and management of relationships, with a significant capacity to negotiate with internal and external clients and stakeholders
- Meticulous attention to detail and commitment to ensuring talent acquisition and retention platforms are maintained

## Mandatory criteria

- Tertiary qualification in Human Resource Management or other relevant discipline
- Current Working with Children Suitability Card - The successful candidate will require a paid Blue Card before commencement as per the No Card, No Start policy developed by Queensland Government
- Current Driver's Licence
- Ability to travel from time to time to each of the Queensland Dioceses
- Ability to perform the physical requirements of the role in a safe manner.