

Position	Talent Acquisition Business Partner
Date effective	April 2018
Conditions	Individual common law contract

Our Organisation – Lutheran Services:

Lutheran Services is a respected not-for-profit organisation providing services in the fields of aged care, disability, family support, youth support and chaplaincy in Queensland. Lutheran Services provides quality and contemporary support and accommodation for older people, youth and their families, people living with disability or mental illness, and families experiencing domestic violence and hardship.

Our philosophy and vision

Lutheran Services exists to serve. Delivering the best in service, care and accommodation while making a meaningful contribution to communities is at the core of what we do.

Our values

- Offering grace and hope
- Delivering faithful service
- Respecting the dignity of the people we serve
- Fostering a committed and innovative culture
- Securing a sustainable future

About the Opportunity

As The *Talent Acquisition Business Partner* you will be instrumental in introducing a consistent best-practice approach to recruitment, building capability within teams, and ensuring a positive candidate experience across all stages of Lutheran Services recruitment and onboarding process. Your role will be integral in shaping the future workforce of Lutheran Services, and will support the *Manager – People, Culture & Learning* in the design and development of a Talent Acquisition strategy.

Role and Responsibilities

Working in collaboration with the People, Culture & Learning team the Talent Acquisition Business Partner will;

- Develop talent acquisition strategies;
- Determine current staffing needs and produce forecasts to anticipate future sourcing requirements;
- Lead the development of Lutheran Services Employee Value Proposition and onboarding programs;
- Manage end to end recruitment for hires across Lutheran Services;
- Develop strategies to ensure positive candidate experiences;
- Develop strategies to retain and develop staff across Lutheran Services;
- Organise, attend and represent Lutheran Services at Universities, career fairs, assessment centres, or other such events;
- Maintain oversight of candidate management systems such as SCOUT;
- Provide leadership to recruiting staff and work collaboratively with relevant managers;
- Foster a culture of continuous improvement;
- Coordinate the orientation of site management from a clinical perspective;
- Undertake project work as necessary

Reporting Relationships and Budgetary Responsibilities

This position has no direct staff or budgetary responsibilities unless completing short-term assignments in acting roles.

Qualifications and Experience

- Tertiary qualifications in Human Resources or related discipline;
- Experience working in health or service oriented industry will be highly regarded;
- Proven experience in internal recruitment;
- Strong project management experience and skills, with an ability to design and deliver recruitment strategies;
- Thorough understanding of all selection methods and techniques;
- Proficient in the use of social media and job boards;
- Be highly commercial and have the ability to influence and build credibility with key stakeholders.
- Ability to use Microsoft Word, Excel, Outlook and PowerPoint to a proficient standard;
- Ability to utilise electronic onboarding systems.

Key Selection Criteria

You will be assessed on your ability to demonstrate the following key attributes. Within the context of the roles and responsibilities described above, you will be someone who can demonstrate the following:

Leadership

- Ability to lead talent acquisition initiatives;
- High level of critical and analytical thinking;
- Initiative, and ability to work autonomously;
- Manage and mentor a team.

Teams and Partnership

- High level interpersonal, consultative, negotiation and communication skills applied in a dynamic, multidisciplinary environment with a range of stakeholders;
- High level oral communication skills to enable effective interaction in individual and group situations as well as high level written communication skills;
- Ability to facilitate collaboration and teamwork to promote good working relationships;
- A genuine interest and sound understanding of the unique working conditions of our staff in regional, rural and remote aged care service settings;

The Package

As the successful applicant to the role you will be offered a highly competitive salary package, superannuation at the statutory rate and access to salary packaging.

Lutheran Services are dedicated to providing employees with a genuine work-life balance, flexible working arrangements can be negotiated.

Working for an organisation that genuinely cares, we also offer access to significant discounts across a number of areas including private health insurance, gym membership, holiday and travel discounts, home appliances and IT and care rentals.

Pre-employment requirements

All employees must have a current National Police check and will be required to provide proof of working rights. The incumbent will be required to provide medical information relevant to this position by submitting to a pre-employment medical and be deemed fit by Lutheran Services Chief Medical Officer.