



**POSITION:** Talent Resourcer – People and Culture

**LOCATION:** National Support Centre, Newcastle

**REPORTING RELATIONSHIPS:** Head of Talent

This position has a strong emphasis on maximising recruitment efficiency by proactively supporting the sourcing and selection of high calibre candidates for vacancies across the country. This will include proactively sourcing candidates for current vacancies and future workforce needs. This requires strong social media networking, data searching, and database management skills. A key aspect of this role is a proactive approach to maintaining a network of potential candidates, identifying skills and matching suitable candidates to internal roles.

In supporting the work of the Talent Consultants, this role is exposed to all levels of the business and diverse candidates and requires a professional and polished communicator.

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**DUTIES AND RESPONSIBILITIES:**

**1. Service Delivery and Continuous Improvement**

- Proactively support active jobs, by conducting searches of database and brief potential candidates of job detail in a timely manner
- Proactively conduct searches in various platforms such as LinkedIn, Seek and scout, and brief potential candidates of job detail as requested by Talent Consultants
- Qualify prospective candidates for specific roles as requested by Talent Consultants
- Ensure accurate data entry into the Applicant Tracking System (ATS) and conduct campaigns across the database to “cleanse” data, maintaining accuracy of data for future job needs
- Maintain a network of potential candidates to form a talent pool of suitable applicants for both current and future workforce requirements
- Assist candidates with the application process and respond to any questions
- Answer enquiries from employees and applicants regarding employment opportunities
- Recommended improvements to recruitment and administration procedures and forms
- Perform other related administrative and reasonable duties as instructed

**2. Recruitment - Sourcing and Selection**

- Source candidates via on-line job board advertising, social media recruitment and networking activities
- Keep candidates informed of their progress, next steps and provide timely feedback to their enquiries
- Collate over time an accurate database of sources of applications and determine which methods are most successful and cost effective
- Conduct Market Mapping activities to attract high quality passive candidates
- Source advertising and marketing platforms, and assist with drafting ads to promote positions



**3. Projects and Support**

- Support projects that relate to the continuous improvement of the talent team
- Actively participate as a team member by attending meetings, information sessions and supporting all team members to ensure overall strategic and operational objective of the people and culture team are achieved
- Contribute to consultations regarding policy and procedure development and operational aspects of staff support
- Provide reports as required by management

**SELECTION CRITERIA – *Talent Resourcer – People and Culture***

**4. Essential Knowledge and Skills:**

- Demonstrated skill in attracting candidates from a variety of sources (e.g. job boards, social media)
- High level of computer literacy with the ability to use MS Office products, web media and eRecruitment or HRIS systems
- Excellent communication (written and verbal) and interpersonal skills
- Personal integrity and respect for confidential information
- Self-organised and methodical
- Sense of urgency, ability to assess and meet priorities through good time management
- High level of initiative and ability to work independently
- Ability to work in a small, cohesive team
- Flexibility and ability adapt in a dynamic environment

**Desirable Knowledge and Skills:**

- Experience or an interest in the disability sector
- Demonstrated continuing education or training in the Recruitment/Human Resources field

**Acknowledgement of Receipt of Position Description:**

I, ..... have read and understand the responsibilities of my employment as a *Talent Coordinator – People and Culture* – as outlined in this position description and accept these conditions.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Return this page with your signed employment contract to:

People and Culture  
Lifestyle Solutions  
PO Box 81  
ISLINGTON NSW 2296