

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

**LOCATION:** National Support Centre, Newcastle

**REPORTING RELATIONSHIPS:** Head of Talent

Responsible for facilitating the end to end recruitment and selection process for a portfolio of business units or operations, driving continuous improvement processes and providing quality experiences and services to internal and external stakeholders.

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**DUTIES AND RESPONSIBILITIES:**

**1. Service Delivery and Continuous Improvement**

- Develop professional relationships with Hiring Managers based on a deep understanding of operational requirements, strategic and business plans and a genuine desire to assist Hiring Managers to mutually improve long-term workforce outcomes
- Promote and adopt best practice relating to recruitment, selection and onboarding ensuring candidates meet organisational and legislative requirements and are aligned with Lifestyle Solutions Mission, Vision and Values
- Advise and coach Hiring Managers and staff in all matters relating to the recruitment, selection and appointment of new starters
- Constantly strive to improve individual and company performance by expressing new ideas and strategies to improve existing processes and procedures to achieve “Best Practice”.

**2. Recruitment and Selection**

- Work collaboratively with Hiring Managers to understand their recruitment needs and agree on appropriate recruitment strategies and timelines.
- Assist in the development of innovative attraction strategies to deliver suitable candidates and talent pools
- Qualify candidate through effective screening and provide a shortlist of suitable candidates to Hiring managers in timely manner
- Coordinate the assessment and selection process in line with strategy
- Assist in the development and maintenance of information that supports the recruitment and selection function including interview question library and relevant assessment tools and ensuring they are accessible via the intranet
- Maintain effective communication and working relationships with colleagues and management to ensure information and updates are provided regularly
- Ensure that all recruitment and selection activities and processes meet minimum legislative, contractual and policy requirements (i.e. probity, reference checking, discrimination, and WHS)
- Support the implementation of best practice/innovative methods and models for sourcing and selecting candidates to increase recruitment efficiency and effectiveness'
- Coordinate and attend events such as Career Expo's, Information Sessions and be comfortable presenting to groups of prospective candidates

### **3. Planning and Reporting**

- Support the Head of Talent to deliver on Recruitment promises and business objectives through active participation and support of the team and its functions, and providing reports and data to demonstrate successes and areas for improvement
- Maintain a detailed understanding of LS workforce demographics (i.e. age, SES, gender, geographical spread, skills, tenure).
- Provide regular updates and reports on current portfolio to Hiring Managers and Head of Talent
- Develop and maintain talent pipeline in your allocated area and service to ensure a 'job ready' pool

### **4. Selection, Offer and Induction**

- Ensure hiring managers and prospective employees have a positive experience throughout the selection, offer and induction stage of the recruitment process
- Consult with Hiring Managers to ensure that merit selection principles are adhered to and that suitable candidates that align to the organisation culture, values and inherent requirements of the role are selected
- Facilitate the smooth transition through pre-employment checks by communicating with all stakeholders including internal resources within People & Culture to ensure there are no delays
- Provide assistance with the offer and induction process for all new appointments through acting as the point of contact between all parties to ensure positive outcomes for all stakeholders

### **5. Projects and Support**

- Provide business intelligence to contribute and/or initiate the development, implementation and effectiveness of internal policies, guidelines, procedures and processes ensuring consistent and timely delivery of services in consultation with the Head of Talent
- Assist and support on a range of projects relating to the continuous improvement of the recruitment function and team as agreed with the Head of Talent
- Collaborate with the Talent Team to ensure strategic and operational objectives are achieved and the quality of recruitment processes meets organisational expectations
- Ensure that Occupational Health and Safety Policies and Procedures of Lifestyle Solutions are complied with; identifying and reporting hazards in accordance with policy and procedure and proactively taking responsibility for the safety of yourself, your team members and staff
- Promote the work and profile of Lifestyle Solutions in the community
- Other reasonable duties as requested

## **SELECTION CRITERIA – Talent Consultant**

### **6. Essential Knowledge and Skills:**

- Previous experience in a similar internal Recruitment or external Agency position
- Previous experience performing high volume, end to end recruitment
- A proven track record in gathering business information, creating recruitment solutions and meeting agreed timeframes to meet workforce needs



- Proven ability to proactively consult with customers, listening to and understanding their needs, anticipating and providing solutions and giving high priority to customer satisfaction
- Effective communication (written and verbal) and interpersonal skills, able to communicate effectively with people at all levels in individual and group situations
- Ability to work effectively as part of a team, sharing ideas, solutions and resources
- Displays the ability to seek feedback, learn from experience and take responsibility for personal growth by seeking out new learning opportunities for professional development
- Extensive experience with progressive recruitment and talent management systems, approaches, technologies and methodologies.
- Strong customer service orientation

**Desirable Knowledge and Skills:**

- Tertiary qualifications in a related discipline
- Demonstrated experience in the use of eRecruitment or HRIS systems

**Acknowledgement of Receipt of Position Description:**

I, ..... have read and understand the responsibilities of my employment as a **Talent Consultant** - 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