

Melton City Council

Talent Acquisition Officer

Position Description

PD: 00305

A thriving community
where everyone belongs



1. Position details

Position Title	Talent Acquisition Officer
Directorate	Corporate Services
Service Unit/ Department	People and Culture
Position Classification	Band 5
Enterprise Agreement	Melton City Council Enterprise Agreement No 9 2019 or any successor enterprise agreement.

2. Organisational relationships

Reports to	Organisational Development Coordinator
Supervises	Nil
Internal liaisons	<ul style="list-style-type: none">Executive, Managers, Coordinators, Team Leaders and all other staff who have a responsibility for recruitmentInternal job candidates
External liaisons	<ul style="list-style-type: none">Job ApplicantsOther Local Government Authorities

3. Our Organisation

1. Council Values

Our Values; Vibrant Melton or **Motivate, Empower, Lead, Trust Open and Nurture** represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

2. Occupational Health and Safety

Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

3. Melton City Council Policies and Procedures

Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to familiarise themselves with these policies, procedures, including our Employee Code of Conduct.

4. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

5. Child Safe Environment

Melton City Council is committed to ensuring a Child Safe environment.



4. Position objectives

- Provide proactive high-quality support to the Recruitment team and support end to end recruitment process.
- Assist in the implementation of new practices and initiatives to achieve ongoing quality and process improvements

5. Key responsibility areas

- Support the end to end recruitment process by providing effective and efficient administrative support to hiring supervisors and candidates.
- Enact a positive experience through effective and consistent communication with internal and external stakeholders, assisting with queries and making recommendations across all recruitment activities.
- Undertake data entry, analyse, monitor and provide report recommendations on operational and cost efficiencies to assist in achieving effective recruitment outcomes.
- Ensure all engagements across Council are adequately vetted and comply with legislation and internal standards for pre-employment compliance.
- Provide advice and training on recruitment processes, systems and policies for all talent acquisition activities.
- Support the on-boarding process to ensure a positive user experience and smooth and structured transition into the workplace.
- Display effective customer service to Council staff who utilise the services provide by the People & Culture Business Unit.
- Maintain a high level of confidentiality and discretion in the handling of a wide range of information and data.

6. Accountability and extent of authority

- Support the end to end recruitment process including the efficient on-boarding of new employees.
- Administer all aspects of the recruitment process including advertising, interviewing, selecting and appointing in line with Council policy and procedure and in consultation with key stakeholders.
- Provide professional customer service by actively answering phone calls and emails, taking messages, and attending to any general queries of the People & Culture Team.
- Provide advice and guidance to supervisors and staff in relation to interpretation and application of recruitment and selection policies and procedures and HR documentation.
- Maintain confidentiality of all relevant documents and activities.

7. Judgement and decision making

- Under general direction follow established work task processes and routines.
- Prioritise daily operations to coordinate specific allocated tasks in a challenging and demanding work environment.
- Identify and resolve problems using standard procedures and guidelines and provide recommendations within scope of expertise, though guidance and advice is usually available.
- Provide input into policies, procedures and processes relating to the People & Culture Unit.
- Use initiative to solve problems and prioritise workloads to achieve work targets.



- Exercises good judgement and confidentiality in the recruitment processes, in relation to what can be disclosed to specific parties.

8. Specialist skills and knowledge

- Knowledge and understanding of and experience undertaking recruitment processes.
- Experience using technology and social media platforms as it applies to recruitment and selection.
- Highly proficient in the use of Microsoft Office programs.

9. Management skills

- Effectively manage and plan own time, establish priorities, set and achieve short and long term goals for self in accordance with team and organisational objectives and project guidelines.
- Work independently or as part of a team, and actively participate in change.
- Work with minimal supervision and seek advice and assistance from others when required.

10. Interpersonal skills

- Uphold and enforce recruitment policies and procedures.
- Excellent written and oral communication skills.
- Strong customer service skills with the ability to confidently and actively engage with a broad range of stakeholders in situations that can be emotionally charged.
- Positively contribute to the People and Culture team; willing to assist on other non-role related tasks, contribute to reporting, problem solving and planning and to share knowledge and information openly and transparently.

11. Qualifications and experience

- Tertiary Qualification in Business or similar discipline or lesser formal qualification and relevant experience.
- Experience in the recruitment process for a large and diverse organisation, or similar.
- Experience working with technology and social media as it applies to recruitment and selection.
- Demonstrated skills and experience in establishing, maintaining and continually improving administrative processes and systems.

12. Key Selection Criteria

1. Tertiary Qualification in Business or similar discipline or lesser formal qualification and relevant experience.
2. Experience in the end to end recruitment process for a large and diverse organisation.
3. Experience working with technology and social media as it applies to recruitment and selection.
4. Strong customer service skills with the ability to confidently and actively engage with a broad range of stakeholders in situations that can be emotionally charged.
5. Prioritise daily operations to coordinate specific allocated tasks in a challenging and demanding work environment.



I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Manager People and
Culture

April 2022

Approved by Position Title

Date Approved

Incumbent's name

Signature

Date

