Recruitment Partner

Position Description

|  |  |
| --- | --- |
| Directorate: | Corporate Services  |
| Reports to: | Recruitment Partner |
| Direct reports: | NIL  |
| Location: | Flexible within any of the Society’s main metropolitan or regional offices across NSW. |
| Primary position objective: | Coordinate the effective execution of People related processes to support the execution of workforce planning, talent attraction, recruitment to meet the current and future needs of the society.  |
| *The St Vincent de Paul Society is an Equal Employment Opportunity Employer* |

# Directorate overview

This position is in the Corporate Services directorate. The teams within the directorate and their functions are:

**Strategy and Outcomes:** this team is responsible for implementing a Society-wide planning, monitoring and reporting framework to support the achievement of the goals of the Strategic Plan; and leading the measurement of performance and outcomes of Society programs, services and functions.

**People and Culture**: this team is responsible for the Society’s people related functions and strategy including people strategy; people policy; people systems; diversity and inclusion; organisational development; recruitment; people and culture services; employment relations and business partnering.

**Safety and Emergency Management**: this team is responsible for state-wide work, health and safety strategy; work, health and safety audits; wellbeing; return to work and emergency management functions.

# Accountabilities and responsibilities

The Recruitment Partner will:

* Contribute to the successful implementation of the Strategic Plan within their team.
* Support the full recruiting lifecycle across a variety of open roles helping management find, hire, and retain quality talent.
* Grow and foster relationships with a database of qualified active and passive talent to pull from as new positions open.
* Effectively source candidates through sourcing channels and platforms such as job boards, social media, and through effective networking.
* Stay active with current with job boards, social networks, and platforms to find talent, and plan, create, and release job descriptions and announcements.
* Provide partnering, coaching and guidance on recruitment across People and Culture and to hiring managers.
* Ensure that employees complete relevant pre-engagement checks (National Criminal History check, and Working with Children Check, Entitlement to Work in Australia and Health Check).
* Ensure that onboarding and induction is undertaken in a way that immediately engages and supports new employees.
* Ensure that processes for internal recruitment are supported, continually improving, and are seen to work well and fairly.
* Supporting with screening applications, providing appropriate candidates to hiring managers for them to review, phone screening candidates, booking in interviews, preparing interview guides, conducting reference checks, preemployment checks, communicating outcomes
* Contribute to a safe working environment for employees, members, and volunteers by implementing the Society’s workplace health and safety practices.
* Contribute to the implementation of effective risk management procedures to ensure compliance with legal, employment and governance requirements.

# Critical Key Performance Indicators (KPIs)

* Define accountabilities, requirements and performance measures for each role.
* Ensure high quality, diverse candidates are selected through the recruitment process.
* Ensure all new employees are supported through the onboarding process.

# Key working relationships

In addition to the Senior Recruitment Partner and their direct reports, the Recruitment Partner will foster close working relationships with:

Internal

* Senior People and Culture Partners (Corporate Services).
* Manager, People and Culture Services (Corporate Services).
* People Strategy and Change team (Corporate Services).
* Payroll Officer (Finance).
* ICT Help Desk (Corporate Services).
* Hiring Managers across the Society.

External

* Recruitment Agencies
* Employment applicants

# Essential criteria

## Critical capabilities

There are nine capabilities expected of all employees across the Society:

* ‘People we serve’ centric: (Level 2) Enable the delivery of high-quality services that provide a hand up for the people we serve.
* Values based leadership: (Level 1) Develop an understanding and respect for and be aligned to the Society’s mission, vision, values and lay Catholic heritage.
* Impact focus: (Level 2) Enable others to deliver positive impact through informed decision making and efficient and effective use of resources.
* Collaboration: (Level 1) Work collaboratively with others to solve challenges, foster the Society’s mission and implement the Strategic Plan.
* Change leadership: (Level 2) Support others to engage with, and adapt to change.
* Team performance: (Level 1) Develop own performance and contribute to team performance
* Digital engagement: (Level 2) Enable and facilitate participation in virtual, dispersed teams using digital tools.
* Innovation and improvement: (Level 2) Encourage innovative behaviour to improve existing and new services and ways of working.
* Financial acumen: (Level 1) Use the Society’s resources responsibly.

## Role-specific criteria

* Relevant tertiary qualifications in Human Resources or demonstrated equivalent experience.
* Demonstrated skills, knowledge and experience in best practice recruitment, onboarding and offboarding processes, policies, and practice.
* Excellent interpersonal and relationship management skills, with a proven ability to collaborate effectively with internal and external stakeholders.
* A high degree of computer literacy particularly in the use of Microsoft products and Recruitment systems and social media platforms.
* An understanding of current workforce issues facing the not-for-profit industry.
* Effective time management skills, attention to detail and ability to balance competing priorities.

# Desirable criteria

* Experience working in a membership-based organisation to support and empower members and volunteers.