

POSITION DESCRIPTION

1.0 POSITION DETAILS

Position Title	Talent Acquisition Partner
Business or Service Unit	People & Culture
Position Manager	Manager People & Culture
Position Location	Parramatta

2.0 POSITION PURPOSE

The Talent Acquisition Partner is responsible for working collaboratively with the HR team and hiring managers to understand the recruitment needs of an assigned portfolio and provide high quality and cost-effective recruitment outcomes through the effective application of tailored, best practice recruitment and selection methods.

KEY ACCOUNTABILITIES

- Ensure that all activities are undertaken with the safety of people as the number one priority always and role model safe behaviours.
- Provides effective, timely and proactive recruitment, within a “one team” ethos in the HR function
- Demonstrate and strive for service excellence.
- Continually identifies opportunities for improvement in delivery of Recruitment Support.
- Build and maintain relationships with internal customers, candidates, staff and external suppliers and contributes to the recruitment function goal of meeting customer requirements
- Use of external recruitment suppliers/agencies by the business is reduced.
- Build quality relationships with internal customers at all levels within the identified client group.
- Assess and respond to the needs of each hiring manager or the role requirements and provide input to and assist hiring managers to drive forward the business through staffing needs.
- Establish clear recruiting requirements by understanding organisation plans and objectives and meeting with managers (by phone or face to face) to discuss needs/ challenges.
- Act as a brand guardian for WaterNSW through exceptional customer service with any/ all external parties
- Avoid legal challenges through a demonstrated understanding of current legislation; enforcing regulations with managers; recommending new procedures; conducting training.
- Identify and address practices that may put the organisation at risk.
- Identify hiring manager training needs.
- Maintain effective relationships with own and the wider HR team – Payroll, Learning and Development, HR Business Partners and Advisers, HR Direct
- Cost effective mix of sourcing strategies utilised including existing candidate database/s

3.0 EXPERIENCE & QUALIFICATIONS

- Tertiary education in business or a related discipline or equivalent experience.
- At least five (5) years' experience in a Recruitment role (minimum)
- Strong business acumen & commercial approach
- Demonstrated ability to source talent via self-sourcing
- Proven background in successful recruitment programs including bulk recruitment programs
- Knowledge & understanding of Employment Law
- Proven experience engaging with key internal and external stakeholders to identify needs, address issues and ensure objectives are understood and met

CAPABILITY

- Excellent communications (written and verbal) skills, with the ability to engage and influence stakeholders.
- Establishes a plan of action and achieves priority goals
- Manages workload/flow and recognises and addresses barriers
- Takes accountability of changing priorities
- Ability to achieve service delivery objectives within the strategic guidelines
- Identifies and seeks to meet customer needs & always deals with customers in a friendly and appropriate manner
- Display drive, initiative and energy and is proactive
- Sets high standards and persists in overcoming obstacles
- Reliable and committed

RECRUITMENT GUIDE: TALENT ACQUISITION PARTNER

A. Position Competencies

Competencies	Demonstrated by:
Business Partnership	<ul style="list-style-type: none"> • HR Recruitment objectives are achieved • Recruitment Consultants acknowledged for proactively seeking new ways to meet customer requirements. • Constructively challenge hiring decisions that are not aligned to the overall requirements of the role. • Evidence of being a “trusted advisor” by hiring managers through their taking on advice. • Understands current and future hiring needs and develops recruitment plans to meet these requirements. • Reduction in spend to external agencies and reducing spend on temporary staff due to decreased time to fill roles.
Stakeholder engagement	<ul style="list-style-type: none"> • Internal customers rate Recruitment as meeting/ exceeding expectations. • Effective working relationships are built and maintained with hiring managers. • Effectively source and place candidates into “hard to fill” roles.

	<ul style="list-style-type: none"> • Plan and execute tailored sourcing methods for each Business unit to meet identified business needs. • Hiring managers are coached to eliminate poor practices and effectively manage recruitment practices.
Customer Service, candidate care & Innovation	<ul style="list-style-type: none"> • Active interest in and understanding of each HR area. • Candidates are given constructive, robust feedback throughout the recruitment process. • Recruitment works as part of the HR function to meet and exceed customer expectations within agreed timeframes • Ensure time to fill is within 4 weeks timeframes without compromising quality of hire. • Actively identify and look at ways to improve delivery of recruitment services • Treat candidates with respect and act as an advocate for the organisation. Ensure roles are pitched at the right level and candidates understand the role & what is required. • Communication with candidates throughout the recruitment process is timely and they are advised of the outcome of their application through each stage of the process.
Business Acumen	<ul style="list-style-type: none"> • Understands and articulates the impact of own performance on business and commercial outcomes • Uses a detailed understanding of the business functions and customer requirements to identify and act on opportunities • Considers how activities in own team and business unit impact on the operations of other teams and business units
Collaboration & Engagement with Customers and Stakeholders	<ul style="list-style-type: none"> • Builds and maintains relationships with individuals from other work groups to accomplish shared goals • Adapts approach to meet the needs of a broad range of customers and stakeholders
Communicate with Influence	<ul style="list-style-type: none"> • Generates interest in complex ideas and concepts • Builds support by taking the time to educate and consult others • Uses storytelling effectively to meaningfully convey key messages

B. Experience that will be viewed favourably

- Experience working in an internal recruitment function
- Experience with organisational change recruitment campaigns

C. Key Challenges

To ensure fair decision making based on candidates' ability to perform the inherent requirements of the role, and regarding their skills, qualifications and potential fit with the values and objectives of the organisation. All recruitment advertising, interviewing and selection processes are free from unlawful discrimination and all Managers are aware of their responsibilities in the recruitment and selection process and are given continuous support and guidance relating to recruitment and selection issues. Managing the end to end recruitment process in a timely and cost-efficient manner.