

ABLE AUSTRALIA POSITION DESCRIPTION



Updated: December 2018

Position Title: Talent Acquisition Coordinator
Reports To: Manager – People Development
Employment Type: 6 Month Fixed Term – ongoing potential
Work Location: National Office – Surrey Hills VIC

State	Industrial Agreement	Job Classification
Victoria	SCHADS Award	Level 4

Job Purpose:

This role is accountable for the management of Able Australia’s end-to-end recruitment and selection process to ensure appropriate and timely supply of resources for the business, in alignment with our Mission, Vision and Values.

Key Result Areas Primary Duties & Responsibilities

Service Excellence

- Ensures the design and implementation of a best-practice recruitment and selection process in collaboration with the People & Culture Team, specifically the Manager – People Development.
- Ensures the successful development and execution of the recruitment and selection process/plan through working with managers, developing a pool of qualified candidates and building networks.
- Engages well with service stakeholders, including the People & Culture, Operations, National Management and Engagement Teams.
- Reviews and manages all recruitment administration and record keeping
- Develops and tracks measurable facets of the recruitment and selection process, including the collection of recruitment activity data and costs.

People Leadership

- Proactively collaborates with Able Australia’s teams to identify staffing gaps and develop a talent pool in line with available funding and management requirements.
- Provides coaching and support to stakeholders regarding recruitment and selection matters, including working with them to meet their staffing needs
- Models appropriate workplace behaviours which reflect Able Australia values, including promoting diversity, equality, inclusion and addressing inappropriate behaviours of others (such as discrimination, bullying, harassment and conflict) as they arise and with a view to positive resolution in consultation with National Director – People & Culture.

Business & Financial Management

- Follows direction from management regarding operational plans, recruitment activities, training and meetings
- Maintains quality assurance, risk management, compliance and complies with and champions Able Australia’s policies and procedures,
- Ensures all relevant administrative tasks are completed accurately and on time
- Ensures legally compliant collection, use, storage and dissemination of personal and business information
- Responds to incidents and feedback in a timely manner, in accordance with organisational and regulative requirements

Risk & Workplace Health & Safety

- Participates in creating a healthy and safe workplace and actively identifies and reports any hazards and risks
- Participates in all emergency procedures

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Quality, Continuous improvement & Risk management

- Ensures all relevant administrative tasks are completed accurately and on time.
- All systems are kept up to date and are accurate in line with Able Australia policies and procedures.
- Be proactive in risk identification, notification and management of staff.
- Comply with Able Australia's policies and procedures
- Participate in quality improvement activities and engage in these activities
- Day to day practice demonstrates support for and compliance with organisation policies, procedures and relevant work instructions.
- Actively contribute towards ongoing quality improvement to enhance practice and consumer satisfaction.
- Participates fully in quality and continuous improvement activities and initiatives across the organisation.
- Promotes a culture of continuous improvement as an integral part of core practice.
- Supports and participates in relevant internal and external certification and auditing programmes.
- Seeks opportunities for improvement within own work practices and makes appropriate suggestions for organisational improvements using the Continuous Improvement System

Essential Skills

Technical, Business & Human Skills

Relationships – expert in developing great working relationships internally and externally, gaining trust and respect

Communication – professional verbal and written communication skills

Goal oriented/solution centric – driven and solution centric, willing to learn

Organisation – well planned, professional and organised

Time Management – efficient, proactive, able to multi-task, high attention to detail

Leadership – ability to manage recruitment initiatives from start to finish

Financial literacy – Able to understand and manage financial budgets

Essential Personal Attributes

Attitudes – positive attitude; understands the disability sector or willing to learn

Person-centred - Recognise, respect and respond to the rights, interests and requests of people we support.

Self-management - take responsibility for your own behaviour and well-being

Collaborative team player - works well with others, by doing what is needed to strive for a common goal

Respect – workers and clients

Personal judgement and flexibility – Demonstrate you possess these inherent characteristics

Qualifications

Work experience – Experience working as or in support of a recruiter

Computer literacy – Strong Microsoft Office skills

Diversity experience – prior experience in the disability of related sector. Experience in aged, Special Ed and health background would also be well regarded

Accreditations and technicalities – Degree qualified in Human Resources or related discipline, Talent Acquisition/Specialist experience would be highly regarded. Knowledge of Australian Employment Legislation and Fair Work awards.

Essential screening criteria

- Experience working as, or in support of a recruiter
- Experienced with innovative sourcing techniques



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- Knowledge of Australian Employment Legislation & Fair Work awards

Performance Review:

This position description broadly outlines the requirements of the role. All Able Australia positions also require a specific performance agreement – a set of key result areas (KRA) related performance goals, but grounded on site specific/local needs, with measures for a specific period (typically 12 months). Progress of that agreement is reviewed regularly with the employee’s manager.

I, _____ have read, understood and agree to comply with this position description.

Signature: _____ Date: _____