



POSITION DESCRIPTION

Position Title:	Talent Acquisition Manager
Department:	Human Resources

ORGANISATIONAL INFORMATION

MADEC is a successful not for profit and charitable organisation, with a proud 50 year history of providing relief to people experiencing poverty or distress. Through our four core business units;

- Employment Services
- Education and Training
- Labour Hire
- Harvest

We recognise the importance of self-worth and self-fulfilment and we recognise that those who are, or may be, disadvantaged, need and deserve our help.

Working in accordance with the guidelines set down by the Government, our business operation is focused on gaining successful employment outcomes for our clients. This is achieved by working with our clients to ensure we understand their barriers to employment, upskilling and providing training solutions, sourcing work opportunities via labour hire, harvest or by partnering with business and industry stakeholders to secure sustainable work options for our clients

PRIMARY PURPOSE OF ROLE

As part of the Human Resources team, the Talent Acquisition Manager is in charge of planning, developing, managing and overseeing talent acquisition and recruitment processes and strategies.

Direct Reports to this Role

Total Number of Reports

<i>Recruitment Advisor</i>	1-2
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Key Relationships

Internal	Human Resources team Management team
External	Candidates Industry bodies Vendors

KEY RESPONSIBILITIES / DUTIES

Develop and deliver upon a Talent Acquisition Strategy, ensuring it addresses the following:

- Identify solutions to address barriers within the business that impact upon attraction and retention;
- Strengthen the brand of MADEC within the marketplace;
- Leverage off the benefits MADEC offers to employees;
- Increases attraction and retention rates of A-calibre talent

Develop and implement a range of sourcing and attraction initiatives including the proactive identification and approach of potential candidates using SEEK, Linked In, or industry forums and continuously build networks into the target talent markets.

Lead a small team of recruiters with the aim of delivering a commitment to service excellence to internal stakeholders and external candidates.

Champion the HRIS system used for applicant tracking and managing all candidate and recruitment data and reports.

Design, plan and execute selection processes including screening, testing, interviews, reference checking.

Manage external recruitment stakeholder relationships including agencies, industry bodies, print and digital media suppliers and vendors.

Build a strong working knowledge of the business and the roles recruited.

Partner with hiring Managers to understand the job brief, including person specification, and develop suitable and targeted attraction/recruitment program.

Assist broader HR team in verifying the Employee Value Proposition (EVP) and develop consistent branding through our recruitment channels.

Proactively seek feedback from candidates on the EVP and recruitment, interview and on-boarding process.

Deliver a fantastic candidate and hiring manager experience throughout the talent acquisition process.

Design and implement an employee referral program.

Coach and mentor team members as well as hiring Managers on effective interview and candidate management during the recruitment stages.

Develop, execute, and monitor recruitment team KPIs

Corporate responsibilities

Contribute to the achievement of the goals as outlined in the Strategic Plan and the overall objectives of the organisation.

Participate fully in staff appraisal and professional development review processes.

Comply with all Work, Health, Safety and Environmental system requirements which provide a safe and healthy work environment, free from sexual harassment and discrimination.

Adhere to MADEC's policies and procedure and "Code of Conduct" for employees.

Participate in the Continuous Improvement of the Integrated Management System by assisting with identifying, correcting, monitoring and evaluating activities to improve internal and external customer service.

Participate in managing and complying with injury management practices with the aim of early return to work in all cases.

Qualifications and Experience:

	Essential	Desirable
Qualifications	A current drivers licence. National Police Check	Certificate / diploma level studies in Business / HR or equivalent experience.
Experience:		Previous experience leading a talent acquisition team, either in an in-house or agency environment or experience in a HR role.
Skills:	<p>Strong written and verbal communication skills; a persuasive and passionate communicator with excellent public speaking skills</p> <p>Proven success in sourcing talent using a variety of talent acquisition assessment tools</p> <p>Confidence in building relationships at all levels as a true business partner with internal and external stakeholders</p> <p>Natural influencing and negotiating skills</p> <p>A project management mindset, managing a variety of roles at different stages of the talent acquisition process</p> <p>A passion for people and a passion for hands on recruitment</p> <p>Working knowledge of employment laws as they relate to recruitment and selection</p>	

Competencies *All employees must:*

Adaptable	<p>Maintain focus and productivity in changing environments, responsibilities and people.</p> <p>Remain positive in the face of change, take steps to recognise need for change and understand and support changes as we strive for business excellence.</p>
Accountability	Accept responsibility for own actions and decisions and demonstrates commitment to accomplish work in an ethical, efficient and cost-effective manner.
Communication	<p>Communicate effectively and transparently.</p> <p>Engage and inspire other through clear oral and written communication.</p>
Customer focus	<p>Ensure our internal and external customers/clients are at the forefront of our minds in all that we do.</p> <p>Act in the best interest of our customers/clients by working with them to understand their needs and to build mutual respect that leads to mutually beneficial outcomes.</p>
Integrity	<p>Be authentic.</p> <p>Maintain personal credibility and uphold ethical standards.</p> <p>Fosters respect for all individuals and points of view.</p> <p>Interacts appropriately with all members of the workforce, clients and business and community partners without regard to individual characteristics.</p>

Team Work	<p>Work cooperatively and effectively with others to achieve department and organisational goals.</p> <p>Participate in building group identity characterised by trust, pride and commitment.</p> <p>Build strong intra and inter department relationships and partnerships to ensure business success.</p>
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Competencies	<i>People Leaders must:</i>
Establishing Focus/Setting Direction	<p>Ensure that people in the unit/ department understand how their work relates to the organisation's mission, vision and values.</p> <p>Acts to align own unit's goals with the strategic direction of the organization.</p>
Partnering and Networking	<p>Build and maintain strong partnerships internally and externally that are mutually beneficial.</p> <p>Builds and maintains relationships (internally and with key external groups) that support and improve personal/team effectiveness.</p>
Leadership	<p>Links vision to goals/objectives, influences others, models the way and is a source for encouragement.</p> <p>Actively seeks positive change for organization by capitalizing on opportunities.</p>
Managing Change	<p>Lead people through change to deliver upon outcomes and business requirements.</p>
Delivering results	<p>Understand the business and executes business plans to maximise performance.</p> <p>Plan effectively to deliver results and take accountability of self and team for delivery on expectations.</p>

Accountability

We do what we say we will do and are responsible for our actions.

Authenticity

We remain true to our core purpose. We are honest, trustworthy and transparent.

Courageousness

We act ethically and stand up for what is right, just and fair.

Passion

We believe in what we do and will not waver in our commitment to achieving expected outcomes.

Inclusiveness

Everyone matters, we are “all” community.

Excellence

We are committed to continuous improvement in all we do.

Role Description reviewed by:

Employee Name:	L.Williams	Title:	Manager – Human Resources	Date:	30/06/2021
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Employee acknowledgement of Position Description:

Employee Name:		Signature:		Date:	/ /
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Please provide copy of Position Description to employee.
Employee to sign and return to Human Resources