

Position Description

Talent Acquisition Coordinator

Reports to:	Manager People & Culture
Directorate/Department:	Business Services / People & Culture
Number of direct reports:	As per Organisational Structure
Employment Type:	Full-Time Fixed Term Contract (2 years)
Salary/Award Classification:	Level 5 – Social, Community, Home Care and Disability Services Industry Award 2010 Community Living Australia has charitable status for Fringe Benefits Tax purposes and is therefore able to offer taxation benefits through salary sacrifice



Position Purpose

The Talent Acquisition Coordinator plays a key role in acquiring the best talent for Community Living Australia through building strong networks within the disability sector and with other relevant external stakeholders.

The position will focus on networking closely within the industry to identify the right talent and engage regionally to promote and offer Community Living Australia as an employer of choice.

Principal Duties

- Develop and implement a talent acquisition framework for Community Living Australia with a specific focus on regional engagement
- Proactively collaborate and partner with relevant training/universities/education/industry providers to promote employment and traineeship opportunities within the organisation
- Promote and champion Community Living Australia as an employer of choice
- Undertake data analysis and workforce planning to identify current and future talent needs across the organisation
- Work with CLA regional teams to establish relationships within their communities that attract a talent pool and supports local employment

- Proactively source qualified candidates in anticipation of filling critical and recurrent positions
- Work with Marketing to strengthen the organisations branding on social media and promote employment opportunities
- Ensure all recruitment messaging and branding is consistent, current and up to date with current trends
- Seek opportunities in non-traditional markets to attract potential employees to the sector and the organisation
- Collaborate with Training & Recruitment to ensure that the acquisition process aligns and employees new to the industry are supported and retained
- Contribute to policy development specific to the position
- Champion organisational values and culture to ensure the affiliated behaviours are demonstrated across the organisation
- Apply WHS legislation and create and manage a safe work environment
- Work collaboratively with peers and colleagues, across the organisation, to achieve organisational objectives

The responsibilities as specified above may be altered in accordance with the changing requirements of the position.

Core Competency/Capability

(NDS BGP 8)

These six core competencies are the capabilities that need to be demonstrated in order for the incumbent to be functional in their role and links to the NDS competency framework

Sector & organisation purpose & values

- Working knowledge of human rights based approaches and the individual and community context of disability. Detailed understanding of the role, vision, mission and values of the organisation and the supports and services offered. Aligns with escort and organisation approaches and values. Understands the strategic direction under which the organisation operates. Working knowledge of organisation infrastructure.

Leadership & teamwork

- Collaborate, mentor and coach to achieve required outcomes/performance. Effective team member; provides support to higher level roles. Shares knowledge and information and contributes to professional team meetings. Schedules own work and contributes to work planning. Monitors the progress of work and, under guidance, will estimate, cost and schedule work.

Communication

- Develops flexible communication techniques that engender positive engaging relationships. Has good listening skills and seeks, provides and/or shares information appropriately and respectfully; developing influencing skills. Has a network of relevant contacts to resolve work issues. Acquires basic negotiation techniques in respect to internal and external people to ensure processes and protocols are followed and work is appropriately handled.

Customer relations

- Uses basic professional competence to perform relevant professional work supporting staff and clients with problem solving and decision making about their needs and expectations. On straightforward matters, maintains regular communication with relevant people. Able to work with other teams or service providers. Understands diversity and confidentiality requirements. Works with more experienced staff on the more sensitive or serious matters. On straightforward matters, maintains regular communication with stakeholders.

Personal accountability

- Understand the intent and framework of relevant compliance legislation, quality standards, policies and procedures relevant to the role, and where to find necessary information. Addresses and mitigates risk. Contributes to health, safety and wellbeing and to an effective workplace. Understands the need to appropriately use financial and other resources. Able to market and promote organisation service offerings and work with other agencies and stakeholders.

Innovation

- Approaches own work and problem resolution creatively and flexibly. Supports innovation and creativity at the individual and team level. Understands quality principles, and application of quality improvement methods. Resolves problems and foresees consequences.

Skills & Experience

To perform this role successfully the incumbent must be able to satisfactorily demonstrate the following key qualifications, experience and skills

Academic or Professional Qualifications

Essential

- Qualification in Human Resources or Business Discipline or
- 3-5 years' experience in Recruitment/Disability Services Employment

Desirable

- Working knowledge of the disability sector

Skills & Delivered Performance

- Self-starter with ability to manage own workload and targets
- Excellent verbal and written communication skills with the ability to communicate and engage with the general public through to executive levels
- A strong understanding of candidate attraction platforms including job boards, social media and external sector stakeholders

- Demonstrated experience in running high volume recruitment strategies in an internal or external agency environment
- Strong administration skills with high attention to detail
- Ability to engage and influence others
- Excellent time management and multitasking skills with the ability to work autonomously
- Affinity with nonprofit organisations and respect for their philosophy and values
- Demonstrated commitment to continual professional and personal development

Special Requirements (Essential)

- Have and maintain a current Australian Class 1 Drivers Licence for duration of employment
- Obtain and maintain a DHS Disability Services Employment Screening
- Participate in the supervision and performance appraisal processes to establish performance objectives and KPI's ongoing
- Travel to service regions, sites and locations
- Attend meetings, training and professional development as required
- Private use of vehicle – adhering to the conditions and requirements of the Motor Vehicles (Use of Private Vehicle) Operating Procedure
- Work across multiple worksites and/or relocate to other worksites (within reason) as required

Authority to Act

This position operates within

- Policies and procedures, guidelines and codes of conduct
- The defined limits of delegated authority
- The confines of budgeted restraints, relevant legislation, regulations and by-laws
- Financial Delegations Matrix

NDIS Code of Conduct

There are 7 minimum standards Community Living Australia and their workers must meet:

- Act with respect for individual rights to freedom of expression, self-determination and decision-making in accordance with applicable laws and conventions
- Respect the privacy of people with disability
- Provide support and services in a safe and competent manner, with care and skill
- Act with integrity, honesty and transparency

- Promptly take steps to raise and act on concerns about matters that may impact the quality and safety of supports and services provided to people with disability
- Take all reasonable steps to prevent and respond to all forms of violence against, and exploitation, neglect and abuse of, people with disability
- Take all reasonable steps to prevent and respond to sexual misconduct

Accepted and Approved

Employee			
Name:			
Signature:		Date:	

Manager People & Culture			
Name:			
Signature:		Date:	