

Talent Acquisition Partner, 54 reasons Position Description

Reporting to:	Head of Talent and Organisational Development	Work location:	Carlton (or Remote)
Department:	People and Culture	Budget holder:	No
Team:	Talent and Organisational Development	Direct reports:	Nil

Role Purpose

54 reasons represents the largest client group for the People & Culture (P&C) team, with over 600 employees working in a range of roles and locations, delivering programs to the most marginalised and disadvantaged children. The Talent Acquisition Partner leads the planning and delivery of recruitment strategy for 54 reasons and is a trusted advisor to the 54 reasons leadership team on recruitment and resourcing related matters.

The key focus of the role is to provide strategic support to leaders in the 54 reasons function to ensure effective planning and delivery of resourcing solutions. The Talent Acquisition Partner will work within the established talent acquisition strategy to support end-to-end recruitment processes. Playing a key role within the People and Culture team, they provide a range of services relevant to recruitment and resourcing related matters, including sourcing, attraction, consultation and acquisition of talent.

This role works very closely with our Talent Acquisition Lead and reports to the Head of Talent and Organisational Development.

Key Areas of Accountability

Trusted Advisor to 54 reasons leadership

- Work directly with 54 reasons senior leadership to ensure that all recruitment activities are aligned to 54 reasons strategic goals and objectives,
- Support People Managers across 54 reasons to ensure position descriptions, titles and remuneration of roles are in line with the 54 reasons harmonised structure,
- Work with leadership and the Strategy and Growth team on funding bids to inform resourcing timelines, costs, role requirements and compliance with awards and internal policies,
- Ensure recruitment strategy and delivery are tailored to the specific needs and challenges of 54 reasons, including regional and remote recruitment,
- Proactively increase diversity of recruits through coaching with Hiring Managers and monitoring of recruitment selection.

Recruitment delivery

- Work within the prescribed Save the Children Australia group Talent Acquisition policies, principles and practices to deliver a decentralised recruitment model.
- Respond to demand for increased support from Talent Acquisition, occasionally providing end-to-end recruitment when needed (e.g. for bulk projects)
- Coach Hiring Managers to understand the recruitment model of the Save the Children Australia group, including promotion of internal materials and resources,
- Liaise with Hiring Managers to understand key objectives and complexities of their vacancies,
- Assist with preparation of job advertisements and other recruitment marketing,
- Support Hiring Managers with proactive sourcing for difficult-to-fill roles; using a range of creative sourcing strategies where required,
- Proactively contribute to and enhance the candidate recruitment experience, including review and development of aligned, consistent communication,
- Partner with the broader People & Culture team and Talent Acquisition groups to build, implement and improve recruitment processes and practices to meet with organisational and manager needs.

Systems and process support

- Efficiently use the Save the Children internal Applicant Tracking System, SilkRoad OpenHire, and contribute to continuous improvement of the systems,
- Build, maintain and communicate 54 reasons specific recruitment tools, guides and templates
- Support / lead various Talent Acquisition projects, in conjunction with the TA team,
- Regularly update and continually maintain the primary Recruitment intranet page and 54 reasons Recruitment page with resources and tools to support hiring managers.

Reporting

- Coordinate and execute monthly and quarterly reporting for the Talent Acquisition team, for various audiences
- Continually seek to improve and update reporting processes

Onboarding, contracting and compliance support

- Review and approve all Employment Agreements for 54 reasons hires, both external and internal, and work closely with the HR Services team on internal change processes
- Lead and/or support onboarding process improvements, including playing a key role in onboarding related projects across shared services,
- Coordinate the onboarding process for “compliant hires” from other member organisations,
- Work closely with the Recruitment Administrator, assisting with onboarding and compliance related complexities,
- Assist with backfilling of the Recruitment Administrator when they are unavailable / on leave

Health, safety, security and risk management

- Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training
- Act safely at all times
- Report all incidents, injuries and potential hazards in a timely manner
- Participate in, and contribute to, health and safety awareness and improvements
- Be aware of, document and manage the risks associated with your team’s programs and workplaces and ensure appropriate elimination or mitigation measures are applied

Child protection and safeguarding requirements

- Maintain a child safe environment at the workplace and safeguard children’s rights, acting in the best interests of children at all times
- Comply with the Child Safeguarding Code of Conduct and child safeguarding and protection policies and standards (click [here](#) to view further details)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes

Person Specification

Essential knowledge or experience

- Proven recruitment experience gained in an internal facing role, ideally in a high volume context,
- Demonstrated ability to translate stakeholder requirements into the recruitment process, taking a customer-centric approach,
- Demonstrated ability to act as a trusted advisor to senior stakeholders, and ability to build relationships with multiple, diverse stakeholders in remote locations,
- Demonstrated ability to build understanding of an organisation’s key business drivers and how they impact recruitment strategy,

- Understanding of employment branding and EVPs,
- Excellent time management and organisational skills
- Ability to work under pressure and to tight deadlines.

Desirable knowledge or experience

- Understanding and/or experience of non-profit sector,
- Generalist HR knowledge including National Employment Standards and Awards,
- Experience in developing and utilising sourcing strategies to increase the participation of applicants from diverse groups,
- Experience recruiting in remote Australian communities.

Required qualifications and/or accreditations

- Tertiary Qualifications in a relevant field desirable.

Additional Information

- Any offer of employment at Save the Children Australia will be subject to a satisfactory National Police Record Check and a Working with Children Check
- Employees must sign on to Save the Children Australia’s Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- Save the Children Australia is an Equal Opportunity Employer

Driver’s Licence:	Not required	Travel:	None
Working with Children Check:	Required	Assets:	Laptop