

Position Description



Talent Acquisition Advisor - People, Culture & Safety

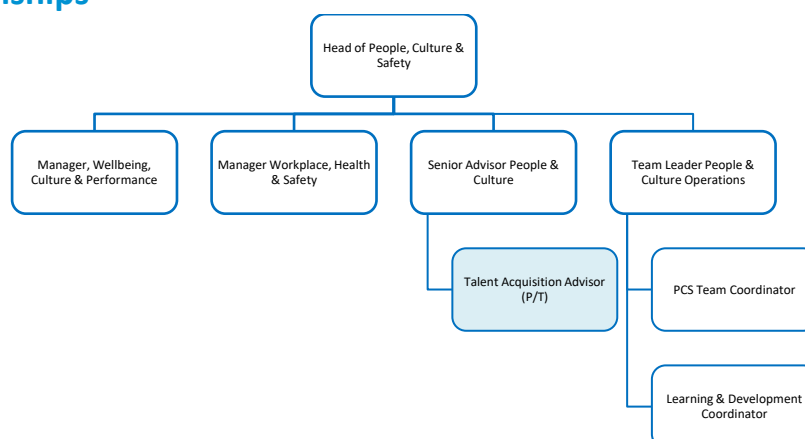
Tenure/Status:	Fixed Term Contract	Location:	Central Office, Woolloongabba
Classification:	Salary	Probation Period:	6 months
Reporting to:	Senior Advisor People, Culture & Safety	Other:	Part Time 30.4 Hrs per week.

Position Purpose

At AEIOU we are committed to ensuring our people have the appropriate skills and knowledge to be successful in their role and to fulfil our strategic and operational objectives, and to the ongoing maintenance and development of those skills and capability.

As a member of the People, Culture & Safety (PCS) function, the role of Talent Acquisition Advisor is to identify, source, and introduce new talent into the organisation. This role will see you partnering with our leaders in the across both our Central Office and Centres to provide guidance, advice, and support throughout the recruitment process. As a new role in the PCS structure, the incumbent will initially be focussed on building and implementing a best practice, centralized recruitment function, removing manual process, improving candidate care, and the possible introduction of a new recruitment technology/ATS. The role sits within a small, friendly, and collaborative People, Culture & Safety team, where everyone actively contributes to a culture of innovation, customer service, continuous improvement and performance and work together to ensure quality outcomes to our stakeholders.

Reporting Relationships



Key Stakeholders

- Executive Leadership Team
- Program Coordinator Team
- Finance Team/payroll officer
- Centre Leadership Team
- Senior Leadership Team
- People, Culture & Safety Team
- Business Systems Manager (IT)
- External Stakeholders e.g., vendors, service providers
- Service Delivery Managers
- Clinical Delivery Managers
- Manager Risk and Compliance

Responsibilities

Area	Responsibilities
Recruitment	<ul style="list-style-type: none"> ● Provide exceptional customer care to all stakeholders, including Hiring Managers, Candidates, and key stakeholders ● Manage the end-to-end recruitment process for all roles, including Corporate Office and our Centres, including candidate identification, advertising, shortlisting, interviewing, selection, and contract negotiation, to finalization of the onboarding process. ● Receipt and checking of appropriate recruitment documentation, ensuring approvals have been provided and information is complete and accurate ● Liaise with Hiring Managers to determine needs of the role, conducting phone screens for all recruit requests ● Producing advertisements and placing on various job boards ● Monitoring applications from various job board, shortlist to hiring manager ● Provide of interview coaching for our Hiring Managers ● Facilitate regular recruitment meetings with Operations Leadership to monitor open roles, sourcing activities, internal opportunities ● Develop strategies to source candidates, fill roles efficiently and quickly ● Ensure compliance of the recruitment process and required documentation before handing to PCS Administrator for onboarding
Innovation & Process Improvements	<ul style="list-style-type: none"> ● Identify areas for process improvement and design, create and roll-out process improvement initiatives ● Lead Recruitment Projects e.g., facilitate the centralization of the recruitment process into People, Culture & Safety, move to 'future state' best practice recruitment function ● Facilitate the implementation of a new Application Tracking System, including identifying needs, configuration, testing and user training ● Identify opportunities to partner with external parties such as RTOs, Universities, Industry groups, to expand potential sources of talent, and create pipelines for AEIOU.
Wellbeing & Culture	<ul style="list-style-type: none"> ● Contribute to the team and organisational culture positively, by working collaboratively and in alignment with the AEIOU values.
Governance, Reporting and Representation	<ul style="list-style-type: none"> ● Ensure all recruitment/onboarding related policies, procedures and documents are current, and comply with the AEIOU Quality Assurance process. ● Produce regular suite of reporting for Head of PCS, and inclusion in the PCS Dashboard ● Representation at various internal committees, workshops, forums, training, and conferences as needed ● Utilise data to identify continuous improvement opportunities

Organisational responsibilities

- Role model AEIOU values and demonstrate excellence in professional practice and ethical behavior
- Comply with AEIOU policies and procedures, including:
 - Workplace, Health and Safety directives and practices
 - Employee Code of Conduct – ensuring that conduct reflects our commitment to a workplace that is free from harassment and inclusive.
- Use AEIOU resources and equipment efficiently, economically, and honestly

Selection Criteria

Preferred qualification(s):

- Tertiary qualifications or Certificate/Diploma in Human Resources or related discipline
- Formal Recruitment Training
- Member of AHRI or similar HR Industry body

Essential license(s):

- Open QLD driver's license
- QLD: Ability to obtain Positive Blue Card
- NDIS Worker Screener Check
- Fully Covid-19 vaccinated

Job knowledge/ability

- A proactive and hands-on HR professional with a minimum of 5 years' experience in a recruitment or Talent Acquisition role, preferably in an Allied Health and/or Childcare setting
- Significant experience with Application Tracking Systems, including the administration of them
- Experience working in a dynamic, high-volume environment and with manual processes
- Able to easily build strong and effective partnerships, collaborating across the business to provide high quality recruitment support
- Project experience, particularly in implementing large scale process improvement initiatives, and recruitment technology
- Demonstrated commitment to cultural diversity, equal opportunity, and ethical practice principles
- Empathy and positivity and be naturally able to build relationships that make a difference.
- Highly competent in using Microsoft products and systems, including Sharepoint
- A formidable problem solver, always looking to improve how we do things.

Competencies

Communication	Well-developed interpersonal, verbal and written communication skills; ensure that all communication is completed in a professional and polite manner
Teamwork	Promote cooperation and commitment within the team to achieve goals and deliverables.
Initiative	Exemplify personal drive and integrity – take personal responsibility for meeting objectives, showing initiative, and committing energy to see that goals are achieved
Time Management	Adopt an efficient, effective and systematic approach to daily workload management

