

Talent Acquisition Manager

Success Profile

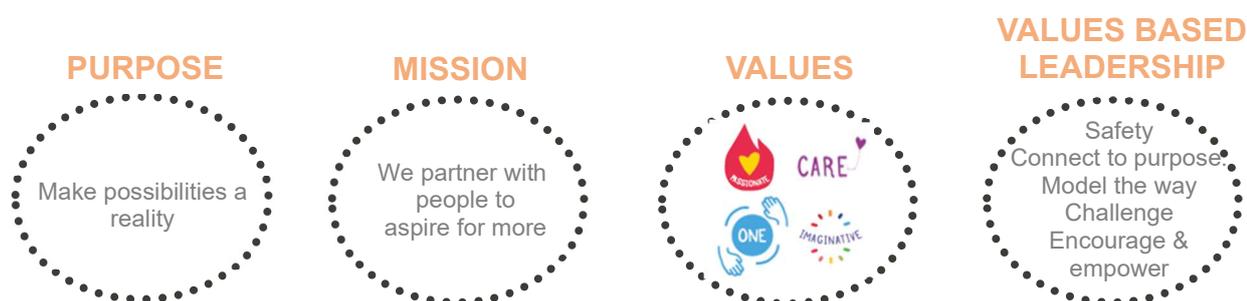
Your division	People and Wellbeing
Your team	Talent Acquisition
You report to	TBC

PURPOSE OF YOUR ROLE

As the Talent Acquisition Manager your role is instrumental in developing and implementing innovative and sustainable talent acquisition strategies and hiring plans to attract the best talent and build a sustainable workforce.

You will be responsible for the full recruitment cycle including engaging with external stakeholders, building out new talent pipelines, managing the organisation's talent vendors and technology providers, and collaborating with the broader People & Wellbeing team to ensure that we attract the best talent to enable Endeavour Foundation to achieve its strategic objectives.

ORGANISATIONAL PROFILE



KEY SUCCESS AREAS

SAFETY	<ul style="list-style-type: none"> • Model safety leadership in every action and decision and work collaboratively with colleagues and business leaders to ensure a safe working environment for our people and clients. • Lead the identification and reporting of potential hazards, and work-related incidents, injuries or illness. • Identify, track and respond to emerging issues and risks and recommend resolutions. • Demonstrate safety is a priority by attending and actively participating in all WH&S and other mandatory training programs.
CLIENT CONNECTION	<ul style="list-style-type: none"> • Ensure that the client is at the heart of everything we do. • Seek out regular feedback from clients and use client insights to drive decision making and prioritise strategy and activities. • Develop strong relationships with clients and develop a solid understanding of individual business unit priorities to provide proactive support, aligned to business needs.

	<ul style="list-style-type: none"> • Foster a culture of continuous improvement and innovation in service delivery across the organisation through the development of good working relations with key stakeholders.
<p>OUR PEOPLE</p>	<ul style="list-style-type: none"> • Provide effective leadership and a clear sense of direction to the Talent Acquisition team, demonstrating leadership competencies aligned to the leadership framework and role modelling Endeavour Foundation values and behaviours. • Lead, coach and support the Talent Acquisition team to ensure clear priorities, manageable workloads, capability uplift and consistent service delivery. • Build and maintain productive stakeholder relationships, assisting senior leaders to develop effective recruitment strategies to meet their talent requirements. • Manage the capability and capacity of available resources to meet service level standards and timelines agreed to with internal stakeholders. • Lead and actively participate in team building activities, including actively participating in the Performance Partnerships Program to ensure individual and team key performance indicators are achieved.
<p>OPERATIONAL EXCELLENCE</p>	<ul style="list-style-type: none"> • Lead the day-to-day delivery of recruitment services, ensuring roles are filled efficiently while maintaining a strong focus on candidate experience, inclusion and quality of hire. • Oversee high-volume and business-critical recruitment, particularly frontline and specialist roles, ensuring workforce demand is met in line with service delivery requirements. • Support with the recruitment of Senior Leadership and Executive roles. • Ensure consistent application of recruitment processes, systems and controls, including approvals, advertising, shortlisting, interviewing, offers and pre-employment checks. • Maintain strong operational governance, ensuring recruitment activity complies with industrial instruments, employment legislation, safeguarding requirements and internal policies. • Evolve, enhance and install an employee value proposition for attraction across targeted occupation types and at a divisional and group level, including a targeted attraction strategy for new entrants to the disability sector. • Manage and optimise the use of recruitment systems, tools and vendors, including ATS administration, job boards and agency partners. • Prepare reporting on recruitment performance metrics, including time-to-hire, pipeline health, candidate experience and retention indicators, identifying risks and improvement opportunities. • Partner closely with Hiring Manager to provide practical, solutions-focused advice, balancing urgency, compliance and workforce sustainability. • Identify and implement continuous improvement initiatives that enhance recruitment efficiency, quality, consistency and candidate outcomes. • Proactively manage operational risks, workforce pressures and emerging recruitment challenges, escalating issues and recommending mitigation strategies where required. • Develop and implement succession planning strategies and the annual Talent and Succession process to ensure a pipeline of qualified internal candidates for critical roles.
<p>FINANCIAL SUSTAINABILITY</p>	<ul style="list-style-type: none"> • Be accountable for ensuring appropriate governance and assurance in decision making. • Support the financial performance of the People and Wellbeing division through the effective management of operating expenditure in line with budget and strategic aspirations.



- Own and optimise the annual recruitment budget, continuously seeking ways to derive added value from contracts and vendors.

WHAT YOU NEED TO SUCCEED

CAPABILITIES	<ul style="list-style-type: none"> • Ability to conduct specialist sourcing campaigns, utilising channels such as LinkedIn Recruiter and Seek Talent Search. • Ability to build collaborative relationships to achieve optimal business outcomes. • Ability to lead through change and deliver critical outcomes. • Ability to think strategically and influence others. • Ability to communicate cross functionally. • Ability to manage competing priorities and maintain positive relationships with stakeholders and candidates in a high-demand environment.
SKILLS & QUALIFICATIONS	<ul style="list-style-type: none"> • Excellent organisational, influencing and decision-making skills. • Exceptional communication and interpersonal skills, both informally and formally, with a strong ability to connect with and influence others. • Demonstrated leadership and coaching skills. • Well-developed negotiation, facilitation and presentation skills. • Tertiary Qualifications in Human Resources, management or related field is desirable.
EXPERIENCE	<ul style="list-style-type: none"> • Demonstrated experience leading an engaged, high performing recruitment or talent acquisition team in a medium to large organisation. • Extensive experience in full cycle recruiting, sourcing and employer branding techniques. • Demonstrated experience recruiting Senior Leadership and Executive positions. • Strong experience in partnering and influencing at all levels. • Experience in the continual development of talent pipelines and applying a diverse range of sourcing strategies.

