

TALENT ACQUISITION ADVISOR

Position Level: 4

Location: Perth

Effective: June 2026

Responsibilities

The Talent Acquisition Advisor is responsible for leading and delivering end-to-end recruitment services and providing specialist recruitment advice to leaders across the organisation. The role works with leaders to support workforce planning, candidate attraction, selection and appointment processes, ensuring recruitment practices are timely, inclusive, compliant and aligned with organisational requirements.

The position applies established recruitment frameworks, procedures and systems, while exercising sound judgement, problem-solving and stakeholder communication to support positive recruitment outcomes, candidate experience and employer brand.

Reporting

The Talent Acquisition Advisor reports to the People and Capability Business Partnering Lead.

Accountabilities

Result Area	Major Activities
1. Safety and People	• Further a safe, inclusive, and collaborative workplace, which supports the mental health and wellbeing of self, and others. • Identify actions and changes leading to continuous improvement of safe work environments; both physically and psychologically.
2. Integrated Management Systems:	• Comply with and demonstrate a positive commitment to organisational processes and ISO Management Systems including Quality, Environment, Safety and Information Security. • Contribute to the review of recruitment related policies and procedures and collaborate on continuous improvement initiatives and system improvements.
3. Business Partnering and Candidate Management:	• Work with leaders to understand recruitment needs and provide practical guidance on attraction, sourcing and selection approaches within established frameworks. • Deliver end-to-end recruitment in line with organisational recruitment, selection and People and Capability procedures, including role scoping, advertising, selection, offer management and onboarding preparation. • Support hiring managers to develop and review position descriptions and apply appropriate selection methods. • Provide guidance to mitigate bias and ensure equitable, inclusive and merit-based selection decisions. • Manage multiple recruitment activities and priorities to meet business needs. • Support workforce initiatives by preparing recruitment resources, tools and communication materials. • Implement approved attraction strategies, including advertising, talent pooling and sourcing activities. • Support and enhance employer brand through consistent candidate engagement and communication.

	• Deliver a high standard of candidate care, including coordination of interviews and site visits. • Monitor labour market information and provide relevant observations to support recruitment planning and attraction activities. • Comply with organisational policies, procedures and relevant legislation. • Maintain confidentiality and integrity of employee and candidate information. • Coordinate and oversee candidate relocation and housing arrangements, partnering with the Real Estate team and service providers to give new team members a smooth and well-supported start.
4. Technology and Systems:	• Maintain recruitment records in line with policy, governance and confidentiality requirements. • Maintain accurate and high-integrity recruitment information within recruitment systems to support reporting, decision-making and compliance requirements. • Analyse and provide recruitment data and insights to inform reporting, workforce planning and recruitment decisions. • Provide guidance and support to hiring managers and stakeholders on the effective use of recruitment systems and tools. • Contribute to continuous improvement of recruitment and selection processes by identifying and suggesting opportunities for process and system optimisation. • Ensure secure handling of candidate and employee data in line with privacy, confidentiality and governance standards.
5. Diversity, Inclusion, Engagement and Wellbeing:	• Contribute to Pilbara Ports' diversity, inclusion, engagement and wellbeing approach by supporting timely and effective recruitment practices. • Promote the Employee Recognition Program, and other programs that relate to diversity, inclusion, engagement and wellbeing. • Conduct inclusive sourcing and support equitable shortlisting to promote diverse candidate pools and selection panel representation.
6. Other Duties:	• Perform other duties as required to support the broader P&C team, as prioritised by the P&C Business Partnering Lead and P&C Manager.

Selection Criteria

Qualifications:

- A tertiary qualification relevant to People and Capability, human resources, business or a related discipline is desirable.
- Relevant recruitment or human resources experience may be considered in lieu of formal qualifications.

Personal Attributes:

- Behaviours that align with Pilbara Ports' values of Safety, Excellence, Teamwork, Integrity, and Care; and Code of Conduct.
- Demonstrated commitment to an inclusive work culture that encourages diversity and promotes employee mental health and wellbeing.
- A collegiate work style, promoting trust and harmonious working relationships.
- Mindful in decision making and reflects on outcomes.

Work Related Requirements:

- Demonstrated experience managing end-to-end recruitment across multiple job families (including trades, technical, operational and corporate).
- Experience working with hiring managers to scope roles, support selection planning and deliver recruitment outcomes.
- Experience supporting recruitment in volume, complex or regional operating environments.
- Experience using Applicant Tracking Systems (ATS) and HRIS platforms.
- Experience working in a larger organisational environment where procedural compliance is an essential part of the role.
- Demonstrated ability to manage multiple recruitment processes simultaneously, meeting deadlines and service standards.
- Strong organisational skills and attention to detail to support recruitment-related documentation and compliance.
- Ability to identify process inefficiencies and contribute to improvements within established frameworks.
- Sound judgement in resolving recruitment challenges, with escalation where required.
- Detail oriented and process-driven, consistently applying recruitment procedures while maintaining accurate records and ensuring compliance with governance requirements.

Sound computing skills, the ability to obtain and maintain a Maritime Security Identification Card, and a current WA Driver's Licence are prerequisites for this position.