

Talent Acquisition Specialist

Success Profile

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

PURPOSE OF YOUR ROLE

The Talent Acquisition Specialist is accountable for supporting the development and execution of the organisation’s Talent Acquisition strategy. The Talent Acquisition Specialist will act as a trusted advisor and support and guide managers with strategies and insight on recruitment matters, while overseeing the recruitment life cycle.

ORGANISATIONAL PROFILE

PURPOSE



MISSION



VALUES



VALUES BASED LEADERSHIP



KEY SUCCESS AREAS

SAFETY	<ul style="list-style-type: none"> Committed to working within Endeavour Foundation’s Work, Health and Safety policies and procedures and contributing to our aspiration of Zero Harm within the workplace. Undertake work in a manner that is not harmful to your health and safety and the health and safety of others. Monitor workplace conditions and identify and report potential hazards, incidents and any work related or personal injury or illness (where it may affect your ability to work safely). Demonstrate safety is a priority by attending and actively participating in all WH&S and other mandatory training programs.
CUSTOMER CONNECTION	<ul style="list-style-type: none"> Ensure the customer, client and team is at the heart of everything we do. Deliver valued and acted upon insights and solutions that meet customer needs. Collaborate with peers and leaders to deliver the best outcomes for our customers. Ensure a candidate experience as outlined in our employee value proposition and work closely with agencies in ensuring they do the same. Manage the rejection of candidates at each stage of the process and consider redirecting them to other roles or talent pools where appropriate.

OUR PEOPLE	<ul style="list-style-type: none"> • Personally contribute to and champion the organisation's Purpose and Values through all actions and decisions at all times. • Proactively build and maintain talent pools through a variety of contemporary sourcing methods that meet the current and future needs of our workforce. • Build and maintain strong professional networks to leverage in sourcing needs. • Work closely with the Marketing & Communications team to execute employer branding initiatives and managing feedback forums relating to an employee's experience with Endeavour Foundation. • Participate in team building activities, including actively participating in the Performance Partnerships Program to ensure individual and team key performance indicators are achieved, and Endeavour Foundation's values and behaviours are consistently demonstrated. • Actively identify and participate in on-the-job training and other learning opportunities to ensure knowledge and skills are aligned with the customer experience.
OPERATIONAL EXCELLENCE	<ul style="list-style-type: none"> • Deliver end-to-end recruitment on active roles, including developing workforce segment or job-based recruitment strategies / campaigns. • Continually improve the speed to hire through innovation and refinement of process to improve the agility of the business to respond to change workforce needs. • Perform phone screens, shortlist candidates and finalise shortlist in conjunction with the Hiring Manager. • Facilitate any assessment tools and provide briefing on results. • Conduct robust reference checks and finalise preferred candidate's file. • Understand the roles impact on the execution of strategy, policy and business plans for the division and/or business unit. • Actively identify and participate in on-the-job training and other learning opportunities to ensure knowledge and skills are aligned with the customer experience. • Participate in continuous improvement activities towards better practice and work with Quality Management team to ensure a streamlined, efficient policy and procedure framework that enables the business. • Participate in employee engagement activities and contribute to an engaged culture increase productivity, motivation and enhance retention.
FINANCIAL SUSTAINABILITY	<ul style="list-style-type: none"> • Support Endeavour Foundation's operational viability through the successful management of expenditure within your role, and continuously identify opportunities to increase efficiencies.

WHAT YOU NEED TO SUCCEED

CAPABILITIES	<ul style="list-style-type: none"> • Ability to provide expert advice and guidance to empower managers to make informed selection decision. • Ability to multi-task and manage competing priorities and deadlines. • Ability to maintain a high degree of discretion and confidentiality when dealing with sensitive information. • Demonstrated willingness to provide support to others in the team order to deliver for the business.
SKILLS & QUALIFICATIONS	<ul style="list-style-type: none"> • Tertiary qualifications in Business, Human Resources or Marketing & Communications would be advantageous. • Demonstrated capacity to facilitate job / organisation / culture fit of candidates that delivers on quality of hire outcomes. • Strong interpersonal and relationship building skills.



	<ul style="list-style-type: none"> • Excellent organisational skills and the ability to manage multiple tasks effectively in a fast-paced environment. • Demonstrated written and verbal communication skills to ensure clear and concise information is presented to the team, manager and candidates.
EXPERIENCE	<ul style="list-style-type: none"> • Demonstrated experience in a recruitment or talent acquisition role. • Strong understanding of recruitment best practice and candidate experience. • Exposure to volume-based recruitment and associated methodologies. • Experience working in large, fast-paced and complex organisations.

