



GEELONG GRAMMAR SCHOOL®
EXCEPTIONAL EDUCATION

POSITION DESCRIPTION

POSITION:	Talent Acquisition and Onboarding Specialist
DEPARTMENT:	Employee Engagement (HR)
CAMPUS:	Cross Campus (Corio based predominantly)
STATUS:	Full time, Ongoing
DATE PREPARED:	October 2024
REPORTS TO:	Director of Employee Engagement

WORKING ENVIRONMENT

Geelong Grammar School is one of the world's leading coeducational boarding and day schools offering exceptional education to all of its students, from Early Learning to Year 12. Geelong Grammar School seeks to inspire its students and community to thrive and make a positive difference through its unique and transformational education. Geelong Grammar School has four campuses:

Bostock House (approximately 100 students). Situated in the Geelong suburb of Newtown, this campus caters for day students from Early Learning to Year 4. After Year 4, students from Bostock House proceed to Corio. The Bostock campus has approximately 17 full time and part time teaching and support staff.

Toorak (approximately 320 students) is located in Melbourne. It caters for day students from Early Learning to Year 6. After Year 6, most students proceed to Corio. The Toorak campus has approximately 50 full time and part time teaching and support staff.

Corio (approximately 920 students) offers day, day boarding, weekly boarding and full boarding in Years 5 to 8 (Middle School) and day and full boarding in Years 10 to 12 (Senior School). About 70% of Corio students are full boarders. Approximately 100 staff (nearly all teaching) reside on the campus, with 30 accommodation units being connected to boarding houses, and the remainder consisting mostly of free-standing residences. The campus is like a small community with its own (large) kitchen/dining facilities, a medical centre (9 beds), chapel and maintenance workshops and comprehensive educational infrastructure. The campus also provides high level sport, recreational, training and performance facilities used by the School community. The Handbury Centre for Wellbeing provides a gymnasium, indoor swimming pool, dance studio and multi-purpose playing courts and the (SPACE) provides "State of the Art" auditoriums, performance theatres, creative education hubs and display spaces that utilise the latest in technology.

Timbertop (approximately 245 students) is a boarding campus for all Year 9 students, located near Mt Buller in Victoria's Alps. All teaching staff live on the campus and students spend the entire year at Timbertop taking part in hiking, recreational and community service activities.

POSITION OBJECTIVE

The Talent Acquisition and Onboarding Specialist (TAaOS), oversees, supports, and reviews the entire recruitment and onboarding cycle, working closely with hiring managers to attract, source, assess, place, and induct ideal candidates.

The TAaOS will collaborate closely with hiring managers to understand their staffing needs and develop effective recruitment strategies. The role is pivotal in ensuring a seamless and efficient hiring process that aligns with our School's goals, values, and Strategic Framework.

In this role there is a large administration component, which will need to be balanced with strategic initiatives.

KEY RESPONSIBILITIES

Key responsibilities of this role include:

1. Strategic Initiatives for Attraction, Recruitment and Onboarding:

- Work closely with hiring managers and the Employee Engagement Team to understand current and future staffing needs and the requirements of each position.
- Continue to develop, refine, and execute the Employee Value Proposition (EVP) work, employer branding and attraction strategies.
- Partner with universities to design and propose an effective Graduate Program, in collaboration with relevant stakeholders.
- Enliven the Workforce Action Plan and continue to evolve to full strategic workforce plan.
- Develop and execute comprehensive recruitment strategies to attract qualified candidates who are aligned to the School's Strategic Framework.
- Review and update the current Recruitment Policy as required and RASCI matrix.
- As this is a new role, work collaboratively with other members of the EE Team, to determine accountabilities and responsibilities in the recruitment and onboarding processes, and update position descriptions accordingly.
- Share articles and offer professional learning and development opportunities to Line Managers regarding the process and importance of effective recruitment and onboarding.
- Review candidate experience, including working with System Administrator to continuously enhance the user experience of the HRIS.

2. Candidate Sourcing:

- Utilise various channels (e.g., job boards, social media, professional networks) to actively source and attract a diverse pool of candidates. Employ innovative techniques to reach passive candidates and build talent pipelines.
- Create effective candidate talent pools within the ATS/HRIS.
- Contribute to enhancing our employer brand through engaging job postings, networking. events, and participation in industry forums. Promote our School as an employer of choice and work towards nominating for relevant awards and accreditations.
- LinkedIn posts relating to staff and use as an attraction source, in collaboration with the Social Media Committee.
- Participate on Social Media Committee.
- Assess sourcing data to determine and propose the most effective use of our advertising spend.
- Support the preparation and review of position descriptions.
- Review the position description template to bring clarity for candidates of all important information, positively impacting employee engagement.
- Prepare adverts and post them via the HRIS.

3. Screening, Selection, and Interview Coordination:

- Review resumes, conduct initial screenings, and coordinate interviews with hiring managers as required. Assess candidates' qualifications, skills, and cultural fit to make informed recommendations.
- Participate as a member of interview panels as required.
- Enable a positive candidate experience throughout the recruitment process. Provide timely feedback where applicable and guidance to candidates and hiring teams.
- Review current practices and propose appropriate processes for psychometric testing, pre-employment medical examinations and other screening and placement tools/steps, such as reference checking.
- Update the interview questions library and make recommendations to Hiring Managers regarding interview questions for specific roles.
- During bulk periods of recruitment, support hiring managers to complete requisitions and other forms, shortlist, phone screen, arrange interviews and conduct reference checks where there is capacity.

4. Candidate placement and onboarding:

- Where applicable manage the offer process, including negotiating salary and benefits packages. Ensure a smooth transition for selected candidates from offer acceptance to onboarding.
- Review and continue to optimise the onboarding process for whole School, Campus, and role specific programs, making the most effective use of the HRIS. Also consider cross boarding, new Managers and employees returning after long periods of leave.
- Prepare all new contracts and change of conditions correspondence through the HRIS.
- Placement and onboarding administration such as logging new employee IT tickets.
- Coordinate all aspects of the new employee, whole School onboarding program/event.
- Monitor the onboarding process and track completion of the onboarding guide, including probation letters.
- In collaboration with other EE team members, automate and systemise the Managers' Onboarding Guide and other recruitment and onboarding processes.

5. Data Analysis and Reporting:

- In collaboration with EE and other stakeholders define appropriate talent and onboarding metrics.
- Track recruitment metrics and analyse hiring, onboarding and offboarding/exit interview data to identify areas for improvement.
- Prepare regular reports, statistics and insights for management, Executive and Council review.
- Define best use of advertising budget through substantiated research and data analytics.

6. Support, Compliance, Documentation and Other Duties:

- Ensure compliance with employment laws and regulations throughout the recruitment and onboarding process.
- Support Hiring Managers to move candidates through the various stages of recruitment and onboarding in the HRIS.
- Run PLD for Hiring Leads (including but not limited to HRIS, recruitment, interview skills etc.)
- Support infrequent users to navigate system challenges and requisition completion.
- Guide and coach hiring leads to forward map recruitment steps and timelines, block time in their calendar for each stage of the process.
- Maintain accurate and up-to-date candidate records and documentation.
- Work with other functions to establish and maintain a central and accurate employee record.
- Ensure system records are updated with applicable data, such as classification levels in the HRIS.
- Along with the Senior EE Business Partner, monitor contracts expirations (e.g. Fixed term and positions of responsibility).
- Contribute to talent and development strategies for existing employees.
- Other duties and projects commensurate with the role.

KEY SELECTION CRITERIA:

Competencies, Knowledge, and Skills

- The ability to learn new systems quickly, and proactively recommend improvements to process using innovative technologies.
- Excellent written and verbal communication and interpersonal skills, with the ability to build relationships with candidates and stakeholders, and write compelling adverts and position descriptions.
- Active listening skills, supporting the incumbent to conduct effective interviews and reference checks.
- High emotional intelligence.
- Knowledge of employment law.
- An ability to work at a fast pace and balance a high volume of administration with projects and stakeholder support.
- Strong organisational skills and attention to detail, capable of managing multiple priorities in a fast-paced environment.
- Commitment to sourcing and hiring exceptional talent.
- Strong administration skills.
- Resilient with a positive attitude.
- Demonstrates exemplary ethical standards.
- Collaborates effectively with individuals and teams.
- Is reflective and commits to the development of self and others.
- Personal alignment to our School's Strategic Framework and Strategic Imperatives.
- Uses data effectively in decision making.
- A proven ability to maintain confidentiality, and ensure all documentation and correspondence is compliant with the Privacy Act and respects the confidentiality of individuals and the School.

Qualifications and Experience

- Bachelor's degree in Human Resources, Business, or related field (preferred).
- Proven experience as a Talent Acquisition and Onboarding Specialist or similar role, with a strong understanding of effective attraction, recruitment, and onboarding processes.
- Proven experience using unique and proactive sourcing strategies in a talent shortage.
- Advanced skills and experiences with applicant tracking systems (ATS) and HRIS.
- Previous experience working within the education sector would be highly regarded.

OTHER REQUIREMENTS AND OUT OF HOURS EXPECTATIONS

- The incumbent will be required to travel to other campuses, and stay overnight (or longer) at our Timbertop Campus/in Mansfield.
- Attendance at School and House events outside of usual work hours may be required (for example Staff Conference dinner).
- Work on public holidays within Term time may be required on occasion.

COMMITMENT TO POSITIVE, ADVENTURE AND CREATIVE EDUCATION:

Geelong Grammar School is committed to experiential learning with and through nature and Creative, Adventure and Positive Education.

All staff are required to attend our Discovering Positive Education training course within their first two years of employment at the school. Staff also have the opportunity to participate in ongoing Positive Education training throughout the year.

OUR COMMITMENT TO STUDENT SAFEGUARDING

Geelong Grammar School is committed to the safety of all students and has a zero tolerance of student abuse.

WORKING WITH CHILDREN AND POLICE CHECK/NATIONAL POLICE CHECK:

All employees of Geelong Grammar School must hold a Victorian Working with Children Check (Employment) prior to appointment, and National Police Check completed within three (3) months prior to appointment.