

Position Description

Position Title:	Talent Attraction & Acquisition Coordinator
Program:	People and Culture
Location:	Ballarat. Travel to other locations may be required.
Reports To:	Coordinator, Talent Acquisition and Employee Experience
Award and Classification:	<i>Social, Community, Home Care and Disability Services Award 2010, Level 5</i>

This Position Description intends to describe the general scope, level of work, accountabilities, and responsibilities of the position. It does not necessarily include all duties and responsibilities.

This Position Description may be altered in accordance with the changing requirements of the position.

About CatholicCare Victoria

CatholicCare Victoria is a leading and influential provider of charitable and social services in Victoria. The *Mission* of CatholicCare Victoria is to build communities that recognise and nurture the dignity of each person. Our employees share our *Mission* for a stronger, more inclusive society through supporting individuals, families and communities in times of need, especially those who are most disadvantaged, vulnerable, marginalised and/or at risk.

CatholicCare Victoria delivers excellence in a broad range of child, family and youth services, family relationship services, school counselling and pastoral care services, social housing, employment and advocacy services across various office locations and delivery sites in Victoria.

CatholicCare Victoria draws on the principles of Catholic Social Teaching to inspire and direct our endeavours. We value and respect human dignity and embrace diversity in an inclusive work environment.

CatholicCare Victoria Values

Values	Behaviours
Respectfulness	We value people for who they are and recognize what they are doing. We interact with others honestly and in a positive, considerate, and caring matter.
Integrity	We value the work we do. We are fair, honest, and trustworthy. We act professionally, take accountability for our actions, and keep our promise.
Inclusivity	We welcome everybody, working to enable everyone to feel like they belong and have a place – from a face to be seen and a voice to be heard.
Collaboration	We walk alongside clients, communities, and each other. We contribute to the work and lives of others so that we can all achieve our best, together.

CatholicCare Victoria reserves the right to advertise positions and make no appointment.

Compassion	We connect with each other’s stories. We acknowledge the inherent strengths and diverse experiences of others. We act with kindness and care in all our relationships, helping each other to address our challenges in a safe and welcoming environment.
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About People and Culture

People and Culture is responsible for developing and implementing strategies to enable our people to create an engaging and high performing culture. People and Culture work in partnership and collaboration with management to deliver strategies and with all our people to deliver quality services across the employee lifecycle functions of talent attraction and acquisition, onboarding and probation, performance and development, retention and offboarding. People and Culture will work closely with Mission & Identity.

Position Summary

The Talent Attraction & Acquisition Coordinator is responsible for coordinating the effective and efficient acquisition, selection, onboarding and offboarding ensuring a positive and engaging employee experience.

The role will primarily focus on the leverage of different recruitment platforms and create a talent pipeline and candidate pool. The position is responsible for contributing to the development, implementation, and monitoring processes ensuring alignment between processes and systems capabilities.

The Talent Attraction & Acquisition Coordinator will work closely with hiring managers as their first point of contact for all recruitment by tailoring recruitment strategies for their specific requirements.

Key Result Areas and Responsibilities

The order in which key result areas and responsibilities are listed is not necessarily significant.

Key Result Area	Key Responsibilities
Talent Acquisition and Selection	<ul style="list-style-type: none"> • Contribute to the development, implementation, monitoring and coordinate talent acquisition and selection processes. • Partner with recruiting managers and complete acquisition and selection briefs to attract and select top talent • Prepare, review and classify position descriptions ensuring compliance with Award classification structures and internal and external benchmarking. • Prepare and review advertisements. • Maintain and continuously develop sourcing channels aligned to job market and talent acquisition trends, including use of social media, LinkedIn and networks. • Work collaboratively with recruiting managers in preparing selection strategies, including the preparation of interview and reference check questions. • Ensure the administration of psychometric and other assessments to enhance applicant screening and selection. • Project manage large recruitment campaigns. • Work collaboratively with the Organisational Capability and Development Lead and recruiting managers, and maintain talent pools using sourcing channels and digital technology based on workforce planning. Provide regular supervision (individual/group/reflective practice sessions) to all team members which is reflective, strengths based and trauma informed.

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Onboarding and Offboarding	<ul style="list-style-type: none"> • Develop, implement, monitor and coordinate onboarding and offboarding processes. • Ensure position probity checks meet legislative and accreditation requirements. • Ensure all onboarding and offboarding processes are completed accurately and in a timely manner. • Liaise with Payroll Services to ensure seamless and accurate processing of new starters. • Ensure new starters complete compliance training.
Employee Lifecycle Coordination	<ul style="list-style-type: none"> • Coordinate the administration of employee lifecycle functions, including but not limited to probation, performance development and review, and leave and entitlement administration. • Coordinate student placements.
Compliance	<ul style="list-style-type: none"> • Support the Manager, People and Culture and Coordinator, Talent Acquisition and Employee Experience in monitoring legislative updates and implementing amendments, including reviewing policies and procedures as required. • Work collaboratively with the Manager, People and Culture and Coordinator, Talent Acquisition and Employee Experience to ensure all processes and practices within People and Culture Services are legislatively compliant and meet funder requirements.
Relationship Management	<ul style="list-style-type: none"> • Build and maintain positive and collaborative relationships with recruiting managers across CatholicCare Victoria to deliver quality outcomes. • Build and maintain positive and collaborative relationships within People and Culture. • Work as part of the broader People and Culture Team, and actively engage in and contribute to People and Culture projects and programs.
Data Integrity and Reporting	<ul style="list-style-type: none"> • Ensure maintenance of timely and accurate records and data integrity across the employee lifecycle. • Participate in organisational and compliance reporting

The position is also required to perform other duties as lawfully and reasonably directed.

Reporting and/or Supervision Relationships and Authority

Reporting Relationship:

The position reports to and works under the close direction of the Coordinator, Talent Acquisition and Employee Experience

Position/s reporting to the Talent Attraction & Acquisition Coordinator

Not applicable.

Authority:

The position works within standards and procedures; however, the position exercises a degree of autonomy. Significant decisions require the approval of the Manager (or other person's acting with the Manager's authority).

The position is required to work within the relevant delegations policy, procedure and guidelines of CatholicCare Victoria.

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The position may be required to participate in and manage significant projects as required.

Stakeholder Relationships

Internal Relationships:

The Talent Acquisition Administrator:

- works closely with Managers, Team Leaders and Coordinators and the position's direct reports
- works with the Performance and Enablement Team to monitor program budgets
- works with People and Culture to ensure a positive workplace culture and implementation of People and Culture policies and procedures

External Relationships:

As agreed with the Coordinator, Talent Acquisition and Employee Experience the Talent Attraction & Acquisition Coordinator will assist in establishing and maintaining key external relationships including but not limited to:

- Liaises with service providers as required to perform the responsibilities of the position.
- Employer membership associations.
- Networks

Organisational Responsibilities of the Position

Workplace Health and Safety (WHS)

CatholicCare Victoria is committed to the health, safety and wellbeing of employees, volunteers, contractors, clients and other people within our workplaces. The position is required to perform the responsibilities of the position adhering to the *Occupational Health and Safety Act (2004)*, in particular to:

- take reasonable care for your own and others' health and safety within the workplace;
- take reasonable care that your actions or omissions do not adversely affect the health and safety of yourself or others;
- cooperate with any reasonable directions, policies and/or procedures relating to health and safety in the workplace;
- report all injuries, illness, near misses or hazards as per CatholicCare Victoria policies and procedures; and
- participate in relevant health and safety training, and risk management initiatives based on position and responsibilities.

The position is also required to ensure a safe and healthy work environment for all employees, contractors, clients, volunteers and visitors.

Cultural Safety and Respect

CatholicCare Victoria acknowledges the history, culture, diversity and value of all Aboriginal and Torres Strait Islander Peoples, and pays respect to their Elders past and present, as well as acknowledging future generations.

The position is required to work with Aboriginal and Torres Strait Islander Peoples in a culturally safe and respectful way.

Safety of Children, Young People and Vulnerable Adults

CatholicCare Victoria is committed to the safety of children, young people and vulnerable adults.

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The position is required to perform the responsibilities of the position adhering to the *Catholic Safeguarding Standards, National Principles for Child Safe Organisations, Child Safe Standards* and any other relevant standards and/or legislation.

Risk Management, Accreditation and Quality Improvement

The position is required to actively participate in risk management, accreditation and quality improvement processes, procedures, systems and initiatives, including reporting risks, incidents and feedback in a timely and responsible manner.

Policies, Procedures and Legislative Requirements

The position is required to undertake the responsibilities of the position adhering to all CatholicCare Victoria policies, procedures and practice guidelines and relevant standards and/or legislation including, but not limited to:

- employee code of conduct;
- information privacy and confidentiality;
- equal opportunity, anti-discrimination and anti-bullying; and
- inclusion and diversity.

Key Requirements

Qualifications and/or Training

1. Tertiary, Diploma or Certificate level qualifications in Human Resources Management.

Experience

2. Demonstrated experience in coordinating large volume talent acquisition, selection and onboarding processes.
3. Proven success in building and engaging with quality talent pools, headhunting and passive search.
4. Demonstrated experience in providing supervision to staff and /or students within a community services organisation or other program providing direct casework support to families and children.

Knowledge, Skills and Attributes

5. Demonstrated client-centric approach in delivering timely and quality employee experience outcomes.
6. Proven relationship building skills with a broad range of stakeholders, including the demonstrated ability to influence quality outcomes.
7. Demonstrated organisational skills, persistence and time management coupled with a sense of urgency.
8. Proven problem-solving skills, including the ability to think innovatively and a mindset to continuously improve processes and practices to ensure enhanced quality outcomes and employee experiences.
9. Demonstrated written communication skills with proven attention to detail and accuracy.
10. Demonstrated experience in providing supervision to students, including supporting senior practitioners in providing student supervision.
11. Highly developed written and verbal communication skills, the ability to use computer software and client management systems.

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Child Safety

12. Demonstrated commitment to the safety of children, young people and adults in a respectful and inclusive environment for all diversity groups in accordance with the *Catholic Safeguarding Standards, National Principles for Child Safe Organisations, Child Safe Standards* and any other relevant legislation.

Other Requirements

- Current driver's licence.
- Current Victorian Working with Children Check.
- Current Australia-wide Police Check.
- A Statutory Declaration (provided by CatholicCare Victoria) to declare that: you have not lived overseas for more than 12 months in one country; OR if you have lived overseas for more than 12 months, that you have no criminal history overseas
- International Police Check (where applicable).
- Disqualified Carer's Check (where applicable).
- Right to Work in Australia.

Please note, CatholicCare Victoria will conduct the Police Check/s and Disqualified Carer's Check.

It is the incumbent's responsibility to maintain a current valid Driver's Licence, Victorian Working with Children Check and Right to Work in Australia.

The incumbent is required to agree to undertake a Police Check every three (3) years (or earlier to comply with specific contractual or legislative obligations and requirements).

Signatures

This section is to be signed upon appointment:

Name:	
Signature:	
Date:	

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