

# Talent Acquisition Partner

## Success Profile

<b>Your division</b>	People and Culture
<b>Your team</b>	Talent Acquisition
<b>You report to</b>	Talent Acquisition Specialist

### PURPOSE OF YOUR ROLE

The purpose of the Talent Acquisition Partner, to support the development and execution of our Talent Acquisition strategy and to manage the candidate experience in a manner consistent with our Employee Value Proposition.

### ORGANISATIONAL PROFILE



### KEY SUCCESS AREAS

<b>SAFETY</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Undertake work in a manner that is not harmful to your health and safety and the health and safety of others.</li> <li>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).</li> <li>Demonstrate safety is a priority by attending and actively participating in all OHS and other mandatory training programs.</li> </ul>
<b>CUSTOMER CONNECTION</b>	<ul style="list-style-type: none"> <li>Ensure that the customer and supporter is at the heart of everything we do.</li> <li>Consistently demonstrate behaviours that facilitate an exceptional customer experience.</li> <li>Manage the consistent candidate experience as outlined in our employee value proposition and work closely with agencies in ensuring they do the same.</li> <li>Manage the rejection of candidates at each stage of the process and consider redirecting them to other roles or talent pools where appropriate.</li> </ul>
<b>OUR PEOPLE</b>	<ul style="list-style-type: none"> <li>Foster a culture of collaboration, support the co-create and co-deliver approach across and within the business, ensuring you understand the</li> </ul>

	<p>commitment to shared goals.</p> <ul style="list-style-type: none"> <li>• Proactively build and maintain talent pools through a variety of contemporary sourcing methods that meet the current and future needs of our workforce.</li> <li>• Build and maintain strong professional networks to leverage in sourcing needs.</li> <li>• Work closely with the Marketing &amp; Communications team to execute employer branding initiatives and managing feedback forums relating to an employee's experience with Endeavour Foundation.</li> <li>• 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.</li> <li>• Take a proactive approach to on-the-job training to ensure knowledge and skills are industry standard.</li> </ul>
<b>OPERATIONAL EXCELLENCE</b>	<ul style="list-style-type: none"> <li>• Deliver end-to-end recruitment on active roles, including developing workforce segment or job-based recruitment strategies / campaigns.</li> <li>• 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.</li> <li>• Perform phone screens, shortlist candidates and finalise shortlist in conjunction with the People Experience Partner.</li> <li>• Facilitate any assessment tools and provide briefing on results.</li> <li>• Conduct robust reference checks and finalise preferred candidates file.</li> <li>• Understand the roles impact on the execution of strategy, policy and business plans for the division and/or business unit.</li> <li>• Actively identify and participate in on-the-job training and other learning opportunities to ensure knowledge and skills are aligned with the customer experience.</li> <li>• 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.</li> <li>• Participate as a team member in a shared accountability for the customer experience including team building and other activities that are designed to ensure values and behaviours are consistent with that desired experience.</li> </ul>
<b>FINANCIAL SUSTAINABILITY</b>	<ul style="list-style-type: none"> <li>• Consider financial implications of decisions.</li> <li>• Seek to minimise operating costs where appropriate.</li> <li>• Support financial performance of the Sales team through effective management of operating expenditure in line with budget.</li> </ul>



## WHAT YOU NEED TO SUCCEED

<b>CAPABILITIES</b>	<ul style="list-style-type: none"> <li>• A genuine commitment to the purpose and values of the organisation demonstrates behaviours that facilitates an exceptional customer experience.</li> <li>• Seeks, listens to and acts on feedback, works as part of a team, supports the achievement of team goals, co-operates and communicates with colleagues.</li> <li>• Show's an appreciation for others – their skills and knowledge, their attributes and differences.</li> <li>• Recognises and understands organisational changes, helps to make improvements happen and share good practice.</li> <li>• Makes a positive contribution to the organisation and demonstrates flexibility and resilience.</li> </ul>
<b>SKILLS &amp; QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Tertiary qualifications in Business, Human Resources or Marketing &amp; Communications would be advantageous.</li> <li>• Demonstrated capacity to facilitate job / organisation / culture fit of candidates that delivers on quality of hire outcomes.</li> <li>• Demonstrated competence in technology literacy and in particular applications that are relevant to the role.</li> <li>• Demonstrates problem solving skills to successfully identify problems develop solutions and implement these using a logical and systematic approach.</li> <li>• Demonstrated written and verbal communication skills to ensure clear and concise information is presented to the team, manager and customers.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• 3-5 years' experience in a recruitment or talent acquisition role – exposure to volume-based recruitment and associated methodologies would be advantageous.</li> </ul>

