



Talent Acquisition Partner

Branch:	Workforce Management
Directorate:	People and Organisational Development
Position Number:	00025109
Classification:	Level 4
Physical Location:	140 William Street, Perth
Award/Agreement:	Public Service Award & Public Service and Government Officers CSA General Agreement

Department of Transport's vision is to have the best integrated and intelligent transport services and solutions for the State. We provide and enable safe, accessible and efficient movement for the economic and social prosperity of Western Australia.

The Department forms part of the Transport portfolio and includes Main Roads WA and the Public Transport Authority.

Our Values:

We welcome [Fresh Thinking](#) and finding better ways of working

We set [Clear Direction](#) and have the courage to follow through

We work together to deliver [Excellent Service](#)

We make things happen through our [Great People](#)

Department of Transport (DoT) is an equal opportunity employer and embraces diversity as we believe the best services come from a workplace in which varied viewpoints are welcomed and encouraged.

Overview of Directorate

People and Organisational Development are trusted business partners who adopt a 'one POD' approach to respond flexibly to business needs to build a better organisation for tomorrow.

The POD Vision is to enable an agile, capable and adaptive workforce united in making transport work for the community.



Overall Purpose of the Role

- Coordinates and delivers recruitment activities across the Department that comply with policies, procedures, relevant legislation, government policy and ensures a positive customer experience.
- Provides advice and support to employees and managers in relation to job design and evaluation processes.

Work Description

1. Provides advice and assistance to support managers in the effective recruitment of staff, including the provision of advice on innovative and contemporary attraction, recruitment and selection approaches.
2. Proactively participates and provides consultancy support to stakeholders in the end to end selection process including job design, evaluation, sourcing, screening and assessment.
3. Reviews Job Descriptions submitted by managers and provides advice to target the talent required to meet the needs of the business.
4. Responds to enquiries and actions recruitment activities in line with agreed service delivery timeframes to ensure a positive customer experience.
5. Monitors the end to end process to ensure compliance with Public Sector Standards and department Policy requirements.
6. Contributes to the development and implementation of best practice recruitment and selection skills programs and delivers coaching and training.
7. Assists in the evaluation, development and implementation of recruitment strategies, initiatives and programs that are aligned to the Departments values and contributes to the achievement of the Departments business plans.
8. Prepares accurate and timely documentation and undertakes quality assurance of recruitment and job design and evaluation processes.
9. Provides support and assistance with Classification Review Committee activities.
10. Supports the maintenance of accurate organisational establishment records.
11. Provides coaching and mentoring to Recruitment Team members.
12. Participates as an active and positive member of the POD Team in alignment with DoT's Values and Behaviours.



Work related requirements

The following criteria are to be applied within the context of this position, which includes alignment to the Department's values.

Criteria

ESSENTIAL:

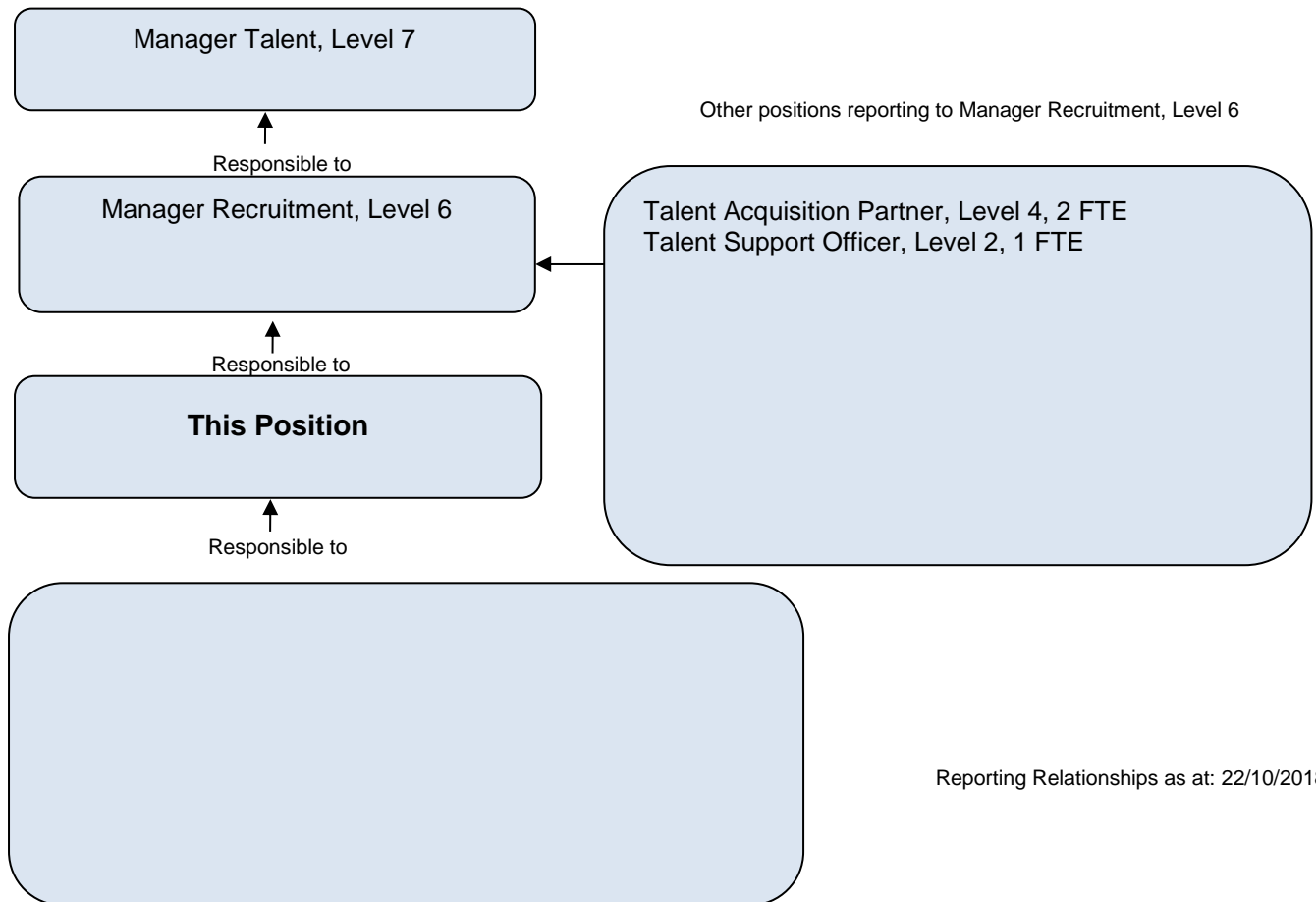
1. Experience in the delivery of human resource management services, with a focus on recruitment and selection and/or job design and evaluation.
2. Sound understanding of innovative and contemporary attraction, recruitment and selection practices.
3. Ability to analyse issues and contribute to the development of initiatives, strategies and programs, with a focus on recruitment and selection.
4. Good interpersonal, verbal and written communication skills with demonstrated ability to communicate with a broad range of stakeholders and produce quality written documents.
5. Demonstrated commitment to delivering customer service excellence.
6. Knowledge and understanding of relevant legislative and regulatory framework.

DESIRABLE:

Nil



Reporting Relationships



Allowances/Special Conditions

- A current national police clearance certificate incorporating criminal and traffic convictions and infringements is required for this position.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

**Executive Director
People and Organisational Development**