



**HSS REGISTERED**

# Senior Talent Acquisition Partner

**Health Salaried Officers Agreement: G-7**

**Position Number: RP603533**

**Human Resources / Workforce**

**East Metropolitan Health Service (EMHS)**

## Reporting Relationships

Director Human Resources  
Award Level: HSO Level G-11  
Position Number: 602774



Manager Talent Acquisition  
Award Level: HSO G-10  
Position Number: 603534



**This Position**



Directly reporting to this position:

Title	Classification	FTE
• Nil	Award; Level	FTE



Also reporting to this supervisor:

- Talent Acquisition Partner, Level G-6,2 FTE
- Administrative Assistant; Level 3; 1 FTE

## Key Responsibilities

Consult and drive strategic partnership with EMHS leaders and HSS to foster a sustainable workforce through the support of talent decisions and approaches, enabling EMHS to fulfill its strategic objectives. Build and lead high volume end-to-end recruitment, work strategically with stakeholders and be responsible for robust candidate sourcing and management.

## EMHS Vision and Values

### Our Vision

*Healthy people, amazing care.  
Koorda moort, moorditj kwabadak.*

**Healthy people** refer to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

**Amazing care** reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

### Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

## Brief Summary of Duties (in order of importance)

### 1. Talent Acquisition

- 1.1 Develop and deliver initiatives to identify, attract and engage talent to support the achievement of the EMHS strategy.
- 1.2 Review current policy and procedures and implement contemporary talent acquisition practices with EMHS.
- 1.3 Partnering to provide advice and talent acquisition support to the EMHS executive and leadership on recruiting specialist and leadership roles.
- 1.4 Provide specialist consultancy on proactive sourcing and pipelining strategy, utilising various channels to market and engaging the business to drive a consistent flow of talent into EMHS.
- 1.5 Analyse data sets relating to talent acquisition, engagement and retention to identify opportunities for improvement and potential solutions.
- 1.6 Assist with managing projects and change management activities associated with talent acquisition activities.
- 1.7 Manage candidate pools to fill key positions encouraging diversity and fluidity across EMHS.
- 1.8 Lead, coach and mentor other members of the Human Resources Team to deliver high quality and effective talent acquisition advice as per best practice and in line with the Human Resources ways of working (communication, customer service, collaboration and continuous improvement).
- 1.9 Ensure all Talent Acquisition activities are in accordance with relevant policy and legislation.
- 1.10 Externally represent EMHS in industry partner networks and connections.
- 1.11 Undertake other activities which the incumbent might reasonably be expected to do, and which are consistent with the accountabilities and responsibilities as listed above.

### 2. EMHS Governance, Safety and Quality Requirements

- 2.1 Participates in the maintenance of a safe work environment.
- 2.2 Actively participates in the Peak Performance program.
- 2.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

### 3. Undertakes other duties as directed.

**Work Related Requirements**

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

**Essential Selection Criteria**

1. Demonstrated experience and proven success in a contemporary talent acquisition service and coaching/team leading other team members.
2. Excellent interpersonal skills with the ability to effectively negotiate, persuade and influence others to achieve outcomes.
3. Well-developed analytical and research skills with the ability to clearly present ideas, concepts and plans which reflect strategic direction and operational goals.
4. High level written and verbal communications skills with strengths in report writing and ability to facilitate presentations and workshops.
5. Well-developed planning and organisational skills with the ability to manage, monitor and coordinate resources to ensure the delivery of outcomes within agreed timeframes.
6. High level candidate management skills with the ability to build close connections and positivity promote the EMHS brand.
7. Experience in undertaking simple data analysis and research in order to identify trends and deliver outcomes and interpret into meaningful business planning actions.

**Desirable Selection Criteria**

1. Completion of a relevant qualification or equivalent experience.
2. Understanding and knowledge of public sector recruitment.

**Appointment Prerequisites**

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

**Certification**

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

_____ Manager / Supervisor Name	_____ Signature	or	_____ HE Number	_____ Date
_____ Dept. / Division Head Name	_____ Signature	or	_____ HE Number	_____ Date

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

_____ Occupant Name	_____ Signature	or	_____ HE Number	_____ Date
_____ Effective Date				

**HCN Registration Details (to be completed by HSS)**

<b>Created on</b>	February 2022	<b>Last Updated on</b>	February 2022
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