



Job Description Form (JDF)

Position details

Position title:	Talent Acquisition Partner
Position number:	70180259
Classification:	Level 6
Physical location:	Perth Metropolitan Area
Award/Agreement:	PSA 1992, PSCSAA 2022
Pillar:	Corporate Services
Directorate:	People and Culture
Branch:	Business Partnering

Reporting relationships

Reports to: Manager Business Partnering, Level 8

This position

Direct reports: up to 2

Role summary

Responsible for the design, planning, development and delivery of contemporary talent acquisition, selection and onboarding services and initiatives that are aligned with the Department's strategic business and workforce planning objectives.

Builds and maintains productive working relationships within the People and Culture team and with other internal and external stakeholders to develop and implement innovative talent attraction strategies, contemporary tools and continuous improvement.

About us

The Department of Primary Industries and Regional Development's (DPIRD) role is to ensure that primary industries and regions are key contributors to the Government's agenda for economic growth and diversification, job creation, strong communities and better places. Our goals are to:

- **Protect:** to manage and provide for sustainable use of our natural resources and soils, and to protect Western Australia's brand and reputation as a reliable producer of premium, clean and safe food, products and services.
- **Grow:** to enable the primary industries sector and regions to increase international competitiveness, grow in value and social amenity and become a key pillar of the State's economy.
- **Innovate:** to support a culture of scientific enquiry, innovation and adaptation across primary industries and regions to boost industry transformation, economic growth and employment.

Our values

Our values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- We value **relationships** - Our relationships with our clients, colleagues and stakeholders are at the heart of everything we do
- We are **resilient** - We recover from setbacks, embracing and adapting to change because we have a clear focus on the big picture and long term impact
- We are **responsive** - We understand the needs of our clients, colleagues and stakeholders and add value by tailoring our solutions accordingly
- We focus on **results** - We strive to develop and provide excellent services that delivers meaningful results to the community we serve.

Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

Strategic Leadership

- Conducts industry-wide research on contemporary recruitment benchmarks and models and position management, and leads the development of sustainable and innovative plans and strategies that meet operational, legislative and good practice requirements, leveraging technology as often as is possible and practical.
- Works closely with Organisational Development and HR Business Partners to understand workforce metrics and future talent needs, and implement plans to deliver the right workforce for the business in a timely manner.
- Provides high level advice and expertise on talent attraction and position management matters that enhances the team's ability to support managers in their decision making.
- Contributes to the ongoing development of the Business Partnering team by providing leadership and guidance to enhance talent acquisition capability and expertise.
- Consults with the Communications team to develop strategies to monitor and maintain the employer brand and ensuring our diversity goals and organisational values are embedded in selection and service delivery processes and resources.

Service Delivery Management

- Leads and manages business- and applicant-focused attraction, selection, establishment, on-boarding and talent management support strategies, processes and projects across the organisation
- Monitors the quality of selection processes, assessment methods and compliance with Public Sector Standards, policies and legislation in a service-focussed environment.
- Establishes and monitors selection KPIs, identifies bottlenecks and problem areas and instigates improvement initiatives as required.
- Works in partnership across People and Culture to drive and implement the achievement of DPIRD's EEO Management Plan and Workforce Planning desired outcomes
- Supports the Business Partnering team to provide valued advice to hiring managers on job descriptions, position classification, advertising, assessment and onboarding matters that result in well-managed, high-quality outcomes for our business clients.
- Designs, develops and presents information and training programs related to recruitment and selection, job design and classification processes.
- Oversees specialist consultancy on proactive sourcing strategies that support the business to acquire talent for senior or specialised positions, including the drafting of job adverts.

Stakeholder Management

- Partners with the Business Partnering team, other areas of People and Culture and a range of stakeholders in the design, development and implementation of attraction strategies and initiatives that align with strategic business and workforce objectives.
- Identifies new talent sourcing channels and implements diverse candidate pools to fill key positions in high demand, reflecting the diversity of DPIRD's workforce and stakeholders.
- Builds DPIRD's professional network through maintaining effective external relationships with HR consultants, other agencies, professional associations, universities and other key partners.
- Other duties as required.

Work related requirements

In the context of the role:

Essential criteria

Role specific

1. Experience leading and delivering a proactive business and client focussed talent acquisition service, with a focus on continuous improvement initiatives.

Core capabilities

2. Build effective relationships: Proven ability to establish and maintain positive working relationships and build networks with a diverse range of people, including the provision of guidance, coaching and development across a team.
3. Challenge for innovation: Evaluates performance and identifies need for change; determines action and focuses on quality whilst seeing tasks and projects through to completion.
4. Think strategically: Ability to think strategically, research and analyse issues and apply innovative solutions to complex problems.
5. Deliver in a changing environment: Highly developed planning and organisational skills including the ability to manage a team to complete tasks within deadlines.
6. Lead and empower others: Well-developed leadership skills with the ability to work professionally with others at all levels of an organisation and has demonstrated experience in inspiring and engaging others towards high performance.

Desirable criteria

1. Knowledge of, or experience in, public sector recruitment.

Special requirements/equipment

- Appointment is subject to a satisfactory National Police clearance as conducted by the Department.
- Occasional travel to other metropolitan and regional locations may be required.
- The contract of employment specifies terms and conditions relating to this position.

Certification

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

Delegated authority

Endorsed by: Louise Williams
Position title: Managing Director, Corporate Services
Endorsement date: 25 January 2023