



Position Description
Talent Acquisition Partner
People and Culture
Organisational Services

ABOUT COUNCIL

Logan City Council offers a working environment that recognises innovation, creativity and teamwork, and encourages personal and professional development.

We are one of the largest Councils in Australia, providing community services and facilities to a growing population representing many different cultures. Our dedicated employees serve the City of Logan by successfully delivering a large and diverse portfolio of programs and services.



Logan City Council's Purpose is to make a positive difference in people's lives through the quality of the services we provide.

Our Goal is to be an organisation where our staff pursue excellence in all that they do with high levels of job satisfaction.

Our vision is to deliver an innovative, dynamic city of the future—one that offers social, environmental and economic health now and for future generations.

OUR VALUES:



ABOUT THE PEOPLE AND CULTURE BRANCH

The People and Culture (P&C) Branch provides services to the organisation by working in partnership with the Directorates to deliver high quality people solutions and timely, responsive and consistent advice. These services are provided through six teams, namely:

Human Resources Business Partner (HRBP) program

Provides HR consulting advice and services to managers and staff regarding workforce management (including absenteeism, diminished work performance, workplace grievances and conduct and disciplinary matters), talent management (recruitment and selection, capability development and workforce strategy and planning), organisational design (restructure, redesignation and reclassification proposals) and the traineeship program.

Human Resources Information Systems (HRIS)

Management and development of HR system and processing of employee lifecycle activities—new starters, increments, temporary employment variations.

Workforce Relations program

Delivers industrial legislative governance through the provision of expert advice, support and compliance that maintains a stable industrial and employee relations framework.

Organisational Development program

Delivers workforce strategy and change management services to enable Council to achieve its vision and objectives.

Health & Safety program

Delivers workplace health and safety governance by providing plans, strategies and initiatives, advice, support information and tools to ensure council complies with Workplace Health and Safety and Workers Compensation legislation.

Branch Management program

Provides overall management to the branch in respect to the areas of financial direction, customer service, leadership, culture, and service delivery.



ABOUT THE ROLE

TITLE:

Talent Acquisition Partner

POSITION NUMBER(S):

3212, 3213, 3263

CLASSIFICATION:

Level 4

AWARD:

Queensland Local Government Industry (Stream A) Award – State 2017

REPORTS TO:

Talent Acquisition Partner Lead

JOB PURPOSE

In partnership with the business, coordinate and facilitate the recruitment process by providing specialist recruitment and selection expertise/advice, recommendations and guidance to hiring managers throughout Logan City Council.

EXTENT OF AUTHORITY

The Talent Acquisition Partner, under general supervision from the Talent Acquisition Partner (TAP) Lead, exercises considerable autonomy within defined guidelines, policies and procedures in the provision of advice, guidance and support to hiring managers. The Talent Acquisition Partner is also required to use their initiative and judgement when involved in process improvement projects.



KEY RESPONSIBILITIES / ACCOUNTABILITY

RECRUITMENT PRACTICES AND PROCESSES

Provide practical and proactive recommendations, solutions, coaching and advice to hiring managers in relation to the recruitment strategy and selection process.

Partner with hiring managers to understand their strategic business plans, objectives and operations and support workforce planning initiatives.

Manage and be responsible for end-to-end recruitment processes.

Assist the Talent Acquisition Partner Team Lead with the design and delivery of recruitment and selection training programs and education initiatives to build leadership capability on a range of best fit talent solutions.

Provide specialist advice and recommendations to develop effective advertising strategies that promote candidate attraction and maintain Council brand.

Collaborate with hiring managers to create effective advertising to attract candidates that not only meet Council's technical requirements but who are also a good "cultural fit".

Work in partnership with the Human Resource Business Partners to ensure position descriptions are up to date and approved prior to advertising.

Support hiring managers to maintain effective relationships with candidates throughout the recruitment process.

Responsible for ensuring compliance, duration and position requirements are met for recruitment of agency and contingent workforce.

Assist the Talent Acquisition Partner Team Lead undertake remuneration reviews and/or salary benchmarking exercises and market research.

Ensure there is an appropriate balance/mix of interview panel members for all interviews and assist the Panel Chair source panel members, as/if required.

Under direction from the Talent Acquisition Partner Team Lead, administer user requirements of e-Recruitment System, including training of other TAP team members and hiring managers in use of the system.

Undertake process improvement projects to assist the team in offering a contemporary recruitment process to internal and external customers.

Assist the Talent Acquisition Partner Team Lead to monitor recruitment specific documentation, correspondence and templates ensuring material and content is accurate and current.

Work with the HRBPs and Talent Acquisition Partner Team Lead to ensure redeployees are considered for any suitable vacancies prior to advertising.

Monitor and record recruitment activity, placement data and generate statistical reports to contribute to accurate and timely monthly reporting.

Work closely with the Talent Acquisition Administration Officers providing support, guidance and constructive feedback on the quality of their work.



Provide back-up generalist support to the branch team during peak periods as required.

Lead or contribute to talent/branch projects as required.

Assist the Talent Acquisition Partner Team Lead prepare for and/or participate in Council audits as required.

Maintain current knowledge of contemporary practices and procedures within the attraction, recruitment and selection arena.

Ensure all recruitment related administration and systems are kept up to date and completed.

Relieve in the Talent Acquisition Partner Team Lead role, as required.

Performance Criteria

Your performance against these responsibilities will be assessed by: client/stakeholder satisfaction on TAP expertise in attraction, recruitment and selection strategies; contribution to the improvement of recruitment and selection through discussions and suggestions to TAP Team Leader and wider team; forming positive and productive relationships with hiring managers across the business; providing accurate, timely and useful advice on hiring manager approach to recruitment; feedback from hiring managers on engagement and contribution; achievement of set KPIs and meeting SLAs; developing effective advertising strategies, proven through analysis of ad performance and engagement; showing a focus on continual improvement for advertisements by implementing tailored advertising avenues and strategies; timely, accurate & thorough reporting of recruitment activity; recruitment related material/documentation is proactively maintained and improved, and integrity & security of confidential data protected by any actions of the Talent Acquisition Partner.

GENERAL

The Council Leadership and Performance Capability Framework is used for managing and supporting performance and development.

The incumbent (appointed officer) may have to undertake any other duties that are reasonably within scope of their skills, competence and training.



WHAT WE'RE LOOKING FOR

KNOWLEDGE, SKILLS AND QUALIFICATIONS

Excellent communication and interpersonal skills, including the ability to influence and liaise tactfully and confidentially with people at all levels.

Proficient negotiation and conflict resolution skills to achieve positive outcomes with internal and external customers and ability to display empathy towards candidates.

Advanced knowledge of and skill in using a range of computer applications and systems, particularly e-Recruitment/Applicant Tracking Systems and/or Human Resource Information Systems (HRIS).

Working knowledge of the fundamentals of workforce planning and talent management.

Well-developed organisational skills with initiative and the ability to work under limited supervision while prioritising and planning workflow to meet deadlines.

Detailed knowledge of and advanced skills using various recruitment and selection tools (including but not limited to): psychometric testing, video interviewing, online screening, assessment centres.

Achievement or advancement in tertiary qualifications in Human Resources or Psychology (or related field) will be highly regarded.



SUCCESS PROFILE

To succeed in this role you need to have experience in:

Recruitment Practices and Processes:

Working collaboratively, productively and effectively as part of a team to ensure achievement of organisational outcomes and goals including building, maintaining and fostering good relationships with managers, colleagues, clients and team members.

Managing and fulfilling end-to-end recruitment and selection activities and processes in a professional, cost effective and timely manner across a variety of roles, adopting different techniques and strategies to meet staffing needs.

Delivering high quality customer service whilst managing and prioritising multiple tasks and projects, with a high attention to detail to successfully meet deadlines within a busy, fast-paced environment.

Working within a contemporary partnership delivery model to build positive relationships with hiring managers and providing specialist recruitment and selection expertise, coaching and strategic advice, preferably in a medium to large diverse and/or multi-disciplinary organization.

Achieving set KPIs and/or meeting service standards specified under Service Level Agreements.

Sourcing, compiling and presenting recruitment data to assist in reporting and strategic decision making.

Proactively identifying and contributing to continuous improvement projects that will add value to the team and organisation.

Project based and/or high-volume recruitment experience is desirable.

REQUIREMENTS

Possession of a current "C" class driver's licence.

REVIEW

This position description was reviewed in **July 2021** and may be reviewed again as Council's organisation is developed or re-structured. Any future re-organisation of duties as a result of such changes will be discussed with the incumbent (appointed officer).