

POSITION TITLE	Talent Acquisition Partner
FUNCTION	People & Culture
LOCATION	Carlton
REPORTING MANAGER	Executive Director People & Culture
No OF DIRECT REPORTS	0

Prepared By:	People & Culture	Date Prepared:	September 2021
Approved By:	Executive Director People & Culture	Date Approved:	

POSITION PURPOSE

This role partners with a variety of functions and stakeholders to build a sustainable workforce through the attraction, recruitment and onboarding of talent, enabling Melbourne Business School (the School) to achieve its strategic objectives.

With our candidate & stakeholder experience at the core of the Talent Acquisition approach, in collaboration with key stakeholders and People & Culture team members, the incumbent will be responsible for developing strategies and practises to support our vision to make MBS an employer of choice, to celebrate diversity and welcome all people.

An integral element of the role will involve taking a proactive approach to recruitment to drive and support improved decision making and finding new and innovative solutions around how we attract, engage and hire talent.

KEY RESULT AREAS:

KRA1 – Develop, shape and implement talent acquisition strategy

- Ensure MBSL's Talent Acquisition strategy:
 - Solves key business problems relating to attraction and retention
 - Strengthens the position of MBS in the employment market
 - Leverages the benefits that MBS offers to employees
 - Allows for the efficient flow of candidates from application through to onboarding
 - Provides the School with efficiencies pertaining to recruitment and selection processes, including through the enablement of technology.
- Implement a range of sourcing and attraction initiatives including the proactive identification and approach of potential candidates using Seek, LinkedIn, Indeed or industry forums and continuously build networks into the target talent markets.

- Devise initiatives that support the active recruitment of Aboriginal and Torres Strait Islander people as part of the School's Indigenous Plan, and other Diversity and Inclusion initiatives, as applicable.
- Search and develop a diverse candidate pipeline, driving a consistent flow of talent into MBS.
- Partner with People & Culture team members and the wider School to understand talent gaps, proactively develop talent for critical roles to meet current and future needs.
- Analyse recruitment activity to ensure ongoing improvement.

KRA2 – Enhance our employer brand

- Develop the Employee Value Proposition (EVP) and once endorsed, in consultation with the Marketing team develop new brand assets such as photos, videos, testimonials, and content to bring brand messages to life. Roll this out by establishing a presence on a range of targeted channels such as the School's careers website, job boards, LinkedIn and social media campaigns, ensuring they are fit for purpose and reflective of our EVP.
- Continue to sense check and enhance our EVP messaging by constantly seeking feedback from candidates, new hires and employees to ensure messaging continues to be relevant and refine as required.
- Encourage and enable employees to be brand ambassadors by providing training and support such as social media guidelines and toolkits.
- Write and place quality, targeted advertisements, ensuring all advertising and promotion meets the School's brand guidelines.

KRA3 – Run end to end candidate attraction, selection through to talent onboarding

- Actively participate in workforce planning and succession planning.
- Manage end to end recruitment processes and onboarding of candidates including taking job briefs, advertising, sourcing, pre-screening, interviewing and extension of employment offers.
- In conjunction with the People & Capability Lead develop resources and provide education to upskill managers in the area of recruitment and selection.
- Review and maintain a suite of recruitment resources, particularly interview guides that align with competency frameworks and role requirements.
- Manage candidate relationships to enhance candidate experiences, ensuring that candidate correspondence and feedback is managed quickly and efficiently.
- Review and seek continual improvement of our employee onboarding approaches to effect enhanced initial employee experiences.
- Support all internal candidates, engaging with them to apply for suitable vacancies.

KRA4 – Strategic partnerships, guidance and support

- Develop and manage relationships with relevant internal and external stakeholders, continue to map the market and develop market intelligence to inform recruitment decisions.
- Partner with stakeholders and people leaders across the business, providing insights, updates, reporting and guidance to support key hiring and talent decisions.
- Support hiring managers by ensuring the preparation of job descriptions, interview guides and materials.
- Manage external recruitment related stakeholder relationships including agencies and industry bodies.

- Continue to explore new channels and partners who can add value in a commercially mindful manner whether this be new sourcing channels, methods for improving process efficiencies or creating content. This includes niche agencies, specialist job boards and additional social media platforms.
- Supporting and/or managing various initiatives and projects across relevant business areas, including significant recruitment and/or redeployment activities.
- Supporting the wider People & Culture team and activities to ensure we are consistently delivering to and delighting our stakeholders.

KRA5 – Systems, processes, reporting and insights

- Build technological or related solutions to enable efficient engagement with candidates (including potential) and management, and the availability of data for HR metrics.
- Review existing recruitment and selection processes to ensure ease of engagement and efficiency
- Review and implement data management processes and provide associated reporting to enable the identification of areas for improvement.
- Report on emerging trends in the employment market and target talent segments.

KRA6 – Leadership

- As a member of the People & Culture team, share collective responsibility for delivering organisational objectives, through active engagement and collaboration with employees at all levels in the organisation
- Be a role model for demonstrating our Guiding Principles, being results driven and future-focussed.

SELECTION CRITERIA

QUALIFICATIONS/EXPERIENCE/SKILLS

- An undergraduate degree in Human Resources, Marketing or an associated business discipline
- Professional experience in a similar position, in-house environment with exposure or experience in the higher education sector
- Proven success as a proactive, value-adding Talent Acquisition professional in a dynamic and complex environment
- Demonstrated knowledge of best practice recruitment and selection processes, talent pipelining and proactive sourcing, with an understanding of key players in the recruitment industry
- Demonstrated knowledge and application of attraction strategies, including delivering out of the box recruitment solutions for hard to fill roles
- Proven ability to develop strong trusted internal client relationships, with experience in partnering and influencing diverse stakeholders at all levels of an organisation
- Appetite and ability to be agile, managing multiple priorities across a variety of business areas
- Demonstrable high level of customer service
- Exceptional communication skills, both written and verbal
- Excellent attention to detail

- Demonstratable initiative and problem-solving skills alongside solid judgment skills
- Ability to look for solutions to meet business needs, effect continuous improvement and/or the development of initiatives
- Demonstrated capacity to source relevant organisational information to understand future business needs and preempt potential risks, issues and challenges
- A genuine interest and/or skill in marketing and social media
- A willingness to challenge the status quo and enthusiasm to impact change

MBS GUIDING PRINCIPLES

MBS is a values-based organisation which means that we understand that the way we go about things, our behaviours, attitudes and actions make a big difference to what we achieve. The way we do this is in consideration and demonstration of the following guiding principles:

Promote Diversity

'We embrace our diversity to promote opportunities for growth, learning and innovation'

Be Respectful

'We are open to other opinions and emotions, treat each other with respect and care for everyone in our community'

Work Collaboratively

'We foster trust, build strong relationships and work together to achieve the best outcomes'

Encourage Experimentation

'We act with courage, recognising it's okay to speak out and take risks to innovate and grow'

Act with Integrity

'Be honest, transparent, trustworthy and fair'

Be Accountable

'Take responsibility for your decisions and interactions'

Strive for Excellence

'We strive for excellence in all our actions and interactions'