

Position Title: Talent Acquisition Officer

Campus: Organisation wide

Directorate: People & Culture

Department: Workforce Operations

Reporting to: Talent Acquisition Lead

Direct Reports: Nil

Appointment Terms/Conditions:

Classification and Code: Administrative Worker Grade 3, Year 1 – 5 (HS3, HS222, HS23, HS24, HS25)

Enterprise Agreement: Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2022 – 2025, and subsequent versions.

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at www.grampianshealth.org.au

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over \$700m.

Collaboration	Compassion	Accountability	Respect	Innovation
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

As a Talent Acquisition Officer, you will provide expert guidance, coaching and assistance to managers across all campuses of Grampians Health in the process of attracting, acquiring, and selecting their workforce. You will collaborate closely with all departments at Grampians Health to foster robust working relationships, placing a significant emphasis on delivering excellent customer service.

KEY ACCOUNTABILITIES

- Provide best practice advice, coaching and support to managers on end-to-end recruitment processes, including job postings, candidate sourcing, screening, interviewing, and selection.
- Provide expertise in the use of tools such as LinkedIn Recruiter and Seek Talent Search to identify passive and/or desirable candidates particularly for niche or hard to fill roles.
- Act as the People & Culture representative on interview panels, which may include follow-up assessments or simulations, background checks and other recruitment administration activities.
- Utilise applicant tracking systems and other recruitment technologies to streamline and enhance recruitment processes.
- Provide expertise in tools such as LinkedIn Recruiter and Seek Talent Search for the identification of potential desirable candidates.
- Assist in the development and implementation of GH recruitment strategies and frameworks.
- Assist with the development, implementation and delivery of relevant training programs to address the recruitment training and development needs of the organisation.
- Provision of expert advice related to GH recruitment policies, guidelines and related sections of awards/enterprise agreements.
- Ensure adherence within your scope to recruitment policy and guidelines, referring matter beyond your scope to relevant senior team members.
- Promote equal employment opportunity practices at all levels of the organisation.
- Contribute to the development, implementation and maintenance of People and Culture Policies and Procedures.
- Participate in workforce planning and analysis to optimise and align with Grampians Health workforce strategies.
- Participation in continuous improvement activities and projects as they relate to P&C functions.
- Develop and maintain strong relationships with external recruitment agencies, educational institutions, and other relevant stakeholders.
- Promote a culture of innovation, excellence, and customer service.

KEY SELECTION CRITERIA

Qualifications and experience

- Certificate IV or Diploma in Human Resource or business, and/or demonstrated experience in Recruitment or Human Resource services preferred.
- Certificate IV in training and assessment would be an advantage.
- Proven experience using LinkedIn Recruiter and Seek Talent Search would be highly regarded.

Technical/Professional Knowledge and Skills

- Strong knowledge of recruitment strategies, best practices and use of contemporary recruitment tools.
- Prior experience and knowledge of the Targeted Selection methodology would be an advantage.

- Ability to work in a fast paced high work load environment with the ability to efficiently plan and prioritise workload with conflicting deadlines
- Proficiency in using applicant tracking systems and other recruitment technologies would be desirable.
- **Customer Focus** Ensuring that the customer perspective is a driving force behind business decisions and activities; crafting and implementing service practices that meet customers' and own organization's needs
- **Coaching:** Providing timely guidance and feedback to help others strengthen specific knowledge/skill areas needed to accomplish a task or solve a problem.
- **Selecting Talent:** Evaluating and selecting internal and external talent to ensure the best match between the individual and the work requirements.

Work Environment

- Must have a personal LinkedIn account.
- Ability to work as part of a larger team in an open office work environment.
- Ability to work on-site predominantly and remotely if required.
- Reliable transport and the ability to work between various worksites across the Grampians region if required.

Personal attributes

- **Work Standards:** Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed.
- **Stress Tolerance:** Maintaining stable performance under pressure or opposition (such as time pressure or job ambiguity); handling stress in a manner that is acceptable to others and to the organization.
- **Adaptability:** Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or cultures.
- **Initiating Action:** Taking prompt action to accomplish objectives; taking action to achieve goals beyond what is required, being proactive.
- **Managing Work (includes Time Management):** Effectively managing one's time and resources to ensure that work is completed efficiently.

Interpersonal skills

- **Communication:** Clearly conveying information and ideas both verbally and written to individuals or groups in a manner that engages the audience and helps them understand and retain the message.
- **Collaboration:** Working effectively and cooperatively with others; establishing and maintaining good working relationships.

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by

law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.

- All team members must adhere to infection control policies and procedures, together with any State and/or Commonwealth Government Covid19 rules, protocols and orders.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.