

Manager Talent Acquisition

STATEMENT OF DUTIES

NOVEMBER 2023

Number	L977640
Portfolio	Business Operations and Support
Branch	People Services and Support (PSS)
Section/Unit/School	Recruitment and Employment
Supervisor	Assistant Director Strategic Recruitment and Payroll Operations
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 8
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave
Location	South

Primary Purpose

To lead and manage the talent acquisition function to attract, recruit, and retain top talent for Agency, including developing and implementing strategic recruitment initiatives, managing the recruitment team, and ensuring a seamless and positive candidate experience while working closely with senior management and other teams to understand staffing needs and develop effective recruitment strategies.

Level of Responsibility/Direction and Supervision

Responsible for overseeing the entire talent acquisition function, including strategic planning, execution, and continuous improvement. The occupant is required to

- make significant decisions that impact Department's ability to attract and retain top talent;
- operate with a high degree of autonomy, setting goals and strategies for the talent acquisition team, to take initiative and make independent decisions within the scope of the role, aligning activities with the broader Agency goals and PSS strategies;

- supervise and mentor the talent acquisition team, ensuring that team members are supported, motivated, and aligned with the recruitment objectives;
- collaborate with senior management and other stakeholders to understand staffing needs and develop effective recruitment strategies, together with engaging with external partners to enhance the talent pipeline.

Accountable to the Deputy Director Strategic Recruitment and Payroll Operations and is expected to work with limited direction to complete the assigned duties associated with appropriate independence.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

In the delivery of the department's activities, the occupant must ensure that:

- Within the occupant's area of organisational responsibility, appropriate strategies are in place to minimise the risk of fraud; and
- Decisions and actions are made ethically and with integrity, on the basis that such is lawful and reasonable, based on an objective standard; and
- Decisions and actions promote a culture that upholds the rights of children and young people, to keep them at the centre of the Department's work, and protect them from harm.

Primary Duties

1. Provide leadership, direction, and support to the talent acquisition team.
2. Develop and implement strategic recruitment plans to meet organisational goals.
3. Monitor and analyse recruitment metrics to assess the effectiveness of recruitment strategies.
4. Oversee the full recruitment lifecycle, including job postings, candidate sourcing, interviewing, and onboarding.

5. Ensure a positive candidate experience throughout the recruitment process.
6. Collaborate with hiring managers to understand their staffing needs and provide guidance on recruitment best practices.
7. Build and maintain strong relationships with internal stakeholders, including senior management, portfolio heads, and hiring managers.
8. Partner with external organisations, such as universities and professional associations, to enhance the talent pipeline.
9. Ensure recruitment practices comply with relevant legislation, policies, and procedures.
10. Develop and maintain quality assurance measures to ensure a high standard of recruitment practices.
11. Manage, mentor, and develop the talent acquisition team to enhance their skills and performance.
12. Foster a collaborative and high-performance team culture.
13. Stay updated on industry trends and best practices in talent acquisition.
14. Implement innovative recruitment techniques and tools to improve efficiency and effectiveness.
15. In conjunction with the Deputy Director Strategic Recruitment and Payroll Operations, develop, implement and maintain policies, systems and processes that support the provision of a skilled and ready workforce for the Agency.
16. Participate in, and represent the Agency, Portfolio and Branch on internal and external forums as required.
17. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
18. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Demonstrated high level management skills and experience in human resources/people services, particularly in managing and coordinating projects and initiatives involving strategic recruitment programs and proposals, together with the ability to implement systems, practices and approaches that are effective in a government organisation.
2. Extensive experience in leading teams, including the ability to guide, direct, motivate and develop staff to provide timely and quality client focused services, particularly in relation to recruitment or general employment activities.

3. Highly developed project management, organisational and planning skills, including the ability to identify priorities, and develop appropriate plans, briefings, policies and procedures regarding talent acquisition and attraction strategies.
4. Demonstrated ability to be innovative, adaptable and flexible to achieve results and broker solutions at the executive and management level.
5. High level interpersonal, communication, negotiation and conflict resolution skills, with the ability to interact effectively with a wide range of stakeholders and represent the Department with authority in identifying and negotiating mutually acceptable solutions to complex issues.
6. Demonstrated ability to understand the political, social and organisational environment together with the capacity to make sound decisions, develop and implement business processes, assign resources and achieve organisational objectives while being flexible in an environment subject to high volume, competing priorities, ambiguity and change.
7. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)

Desirable

- The completion of tertiary qualifications in a Human Resource Management or other relevant field, or a significant background in Human Resources Management
- Strong experience in project management

Working within the Department for Education, Children and Young People

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an

understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 960250 – Director Human Resources – March 2023

Request: 7007378

Date Duties and Selection Criteria Last Reviewed: 03/23 HJMcC
