


 Believing In Children, Young People, Families & Their Future.	Position Title: Talent Acquisition Partner	Team: People and Culture	  
	Band: A	Salary: Stream 5, Level 5	Date: August 2021

OUR VISION AND PURPOSE	ROLE CONTEXT
<p>We believe children, young people and families should be safe, thriving and hopeful.</p> <p>Our Vision for 2022: Together we will courageously change lives and reimagine service systems.</p> <p>For over 140 years, Berry Street has adapted to a changing world, and we will continue to adapt to achieve our purpose.</p> <p>Berry Street will continue to be a strong and independent voice for the children, young people and families with whom we work. In collaboration with others, we will advocate for investment in early intervention and prevention services that enable families to be safe and stay together. We will use approaches that are culturally safe and informed by the best evidence available. We will measure and learn from the impact of our work, and we will continually contemporise our models of practice.</p> <p>We look forward to working with children, young people, families, carers, staff and partners to achieve this vision. Together.</p>	<p>The work of Berry Street’s People and Culture team is aligned with the strategic directions of <i>Reimagine the Future, Make an Impact, Future Growth and Sustainability and Support our People</i>. Acknowledging the difficult, challenging yet rewarding work of our people, the People and Culture Team works closely with the business to ensure our people are engaged, well supported, professionally developed and committed to the children, young people, families and carers they work with; working in a supportive and learning culture.</p> <p>A key function of People and Culture is Talent Acquisition. Our people define Berry Street, so it is imperative that we seek and retain a bright, committed and diverse workforce.</p>
OUR VALUES	PRIMARY OBJECTIVES OF THE ROLE
<p>We expect all staff to apply these Values in all aspects of their work.</p> <p>Courage: to never give up, maintain hope and advocate for a ‘fair go’</p> <p>Integrity: to be true to our word</p> <p>Respect: to acknowledge each person’s culture, traditions, identity, rights, needs and aspirations</p> <p>Accountability: to constantly look at how we can improve, using knowledge and experience of what works, and ensure that all our resources and assets are used in the best possible way</p> <p>Working Together: to work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills</p>	<ul style="list-style-type: none"> • Develop productive consulting relationships with hiring managers to assist with both external hires and internal movements. • Manage smart and safe recruitment campaigns; sourcing, assessing and selecting the best fit candidates. • Provide best practice advice on talent acquisition techniques and strategies. • Plan, organise and run applicant assessments including phone screens, interviews and further testing as required. • Provide recruitment support to staff at all levels. • Ensure a positive candidate experience. • Liaise with our HR Support team to provide the necessary information and documentation for successfully onboarding the candidate and maintaining compliance.
	REPORTING RELATIONSHIPS
	<p>This role is based at our Richmond Office in Wurundjeri Country but will be required to work from home most of the time.</p> <p>This role reports to the Lead Talent Acquisition Partner who will provide supervision and review.</p>

EXPECTATIONS

- Conduct oneself in accordance with the Berry Street Code of Conduct which is underpinned by the values of accountability, courage, integrity, respect and working together within the principles of continuous improvement and occupational health and safety.
- Berry Street is committed to service delivery that prioritises diversity and inclusion. We aim to ensure every individual is treated with dignity and respect regardless of their cultural background, ability, ethnicity, gender identity, sexual orientation, spirituality or religion.
- Berry Street is committed to being a child safe, child friendly and child empowering organisation. In everything we do we seek to protect children. We are committed to the cultural safety of Aboriginal and Torres Strait Islander children; children from culturally and/or linguistically diverse backgrounds; children with a disability; children who identify with a sexual and or gender minority identity.

KEY SELECTION CRITERIA: KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE

- Experience coordinating and participating in a recruitment process, through from advertisement, shortlisting, interview and onboarding.
- Excellent organisational skills to manage high volume recruitment and compliance requirements.
- Excellent teamwork skills and the flexibility to work autonomously on a portfolio as well as assist the Talent Team, and wider People and Culture, during peak periods.
- Strong interpersonal skills with the ability to build rapport with managers and staff; providing professional recruitment advice and support.
- Demonstrated high standard of candidate management with the ability to assess skills against key selection criteria.
- Ability to manage a high volume of recruitment with roles at various stages of the process whilst maintaining accuracy and attention to detail.
- Demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety.
- Excellent written and oral communication skills (including public speaking, presentations and facilitation skills).
- Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practising and promoting self-care strategies.

QUALIFICATIONS AND OTHER REQUIREMENTS

- Tertiary qualification in Human Resources or related field and/or equivalent experience.
- Staff must hold a valid WWCC, current drivers license at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.

DESIRABLE

- Experience with LiveHire.
- Experience with Seek Talent and LinkedIn.
- Experience with a HRIS (preferably Preceda and/or Flare HR).

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
Recruitment Actions	<ul style="list-style-type: none"> • Consult with managers on recruitment needs, including internal moves and external hires. • Work with hiring managers to create/update job briefs, position descriptions, selection criteria and interview questions. • Manage advertising, including writing adverts, utilizing appropriate platforms and reviewing responses. • Source candidates through networking and active search using tools such as LiveHire, LinkedIn and Seek Talent. • Plan, organize, run and participate in the selection processes which included phone screens, panel interviews and assessment centres. • Liaise with applicants and candidates and create a positive experience for them. • Assess applications and make recommendations to hiring managers. • Assist successful candidates through pre-employment checks (eg. Police and Working With Children Checks) and supply of compliance documents. • Prepare documents and liaise with the HR Support team to onboard new starters.
Compliance	<ul style="list-style-type: none"> • Ensure recruitment processes are conducted in accordance with Berry Street policy and procedures. • Ensure that the appropriate documents are provided and completed during the recruitment process. • Ensure recruitment documents are filed accordingly. • Ensure all relevant screening is conducted for prospective employees including criminal records checks. • Ensure that the appropriate recruitment forms are completed. • Provide reports as required. • Provide advice in accordance with Berry Street policy and procedure.
Systems Management	<ul style="list-style-type: none"> • Utilize the LiveHire platform. • Maintain appropriate records of recruitment activity. • Update databases as required. • Update Preceda and Flare HR (HRIS) as required.
Relationship Management	<ul style="list-style-type: none"> • Consult with recruiting managers as required. • Keep recruiting managers informed on progress at regular intervals. • Maintain productive relationships with managers and team leaders. • Develop and maintain positive working relationship within the P&C team. • Maintain positive relationships with staff. • Participate in and contribute to team meetings.
Human Resources Advice and Support	<ul style="list-style-type: none"> • Provide advice and support on terms and conditions of employment, where appropriate. • Consult as required on general HR issues, where appropriate.
Other	<ul style="list-style-type: none"> • Participating in relevant organisational meetings. • Other duties as required.



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INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
Work Environment	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
	Work in different geographic locations.	Regular
	Be exposed to all outdoor weather conditions.	Regular
	Work in unstructured environments (e.g. outreach, working from home).	Regular
	Work office hours with the possibility of extended hours.	Regular
	Work on-call after hours.	Regular
	Work in an open plan office.	Daily
	Work in buildings which may be two-storey.	Daily
	Sit at a computer or in meetings for extended periods.	Daily
	Work in an environment with competing demands.	Daily
	Present at court and other jurisdictions.	Occasional
People Contact	Liaise with government, non-government and community organisations.	Daily
	Work with clients who may have a physical or sensory disability.	Regular
	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	Regular
	Interact with clients and members of the public who could display verbal or physically challenging behaviour.	Regular
	Facilitate access to specialist, generic and community services.	Daily
	Undertake training and professional development activities.	Regular
Administrative Tasks	Undertake administrative tasks which may include the following: computer work, filing, writing reports, case notes/plans and client records, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data.	Daily
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, and electronic whiteboards.	Daily
Transport	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Regular
	Drive vehicles with possible distractions from client behaviour, verbal or physical.	Occasional