



position description

Job Title:	Talent Acquisition Specialist
Position ID:	4129
Location:	Yuggera/Tuurbal Nation Milton
Division/Programme:	People & Culture
Immediate Manager:	Human Resources Manager

about us

yourtown is a trusted provider of services for young people, with a focus on mental health and wellbeing, long-term unemployment, prevention of youth suicide, child protection, as well as support for those experiencing domestic and family violence.

We exist to help young people realise they can tackle whatever life throws at them. To believe in their unique strengths, tenacity and self-determination, to identify and create the path they want for themselves.

Our goals are achieved through genuine collaboration with community, we depend on the support of donors, sponsors, governments and Art Union supporters to fund our vital services, to give children and young people the confidence to rise up and keep moving forward to achieve their potential.

yourtown has a zero-tolerance approach to abuse and we believe that Safeguarding is a shared responsibility of all, for all.

purpose of the position

To provide strategic advice and support to hiring managers to effectively facilitate the attraction and appointment of highly skilled candidates who are aligned with **yourtown's** culture and values.

responsibilities

May include, but are not limited to:

- Strategic Talent Acquisition:
 - Provide specialist recruitment support and advice to candidates, employees and managers.
 - Deliver an effective sourcing strategy and design a tailored campaign that meets **yourtown's** policies and procedures.
 - Design and coordinate candidate engagement and attraction strategies to build strong networks and talent pipelines.
 - Engage with internal stakeholders to understand the strategic direction of the business unit and identify proactive resourcing initiatives.
 - Partner with hiring managers to understand their recruitment needs and design and coordinate a tailored recruitment campaign.
 - Utilise social media platforms (e.g. LinkedIn, Facebook etc) in the passive engagement of candidates.
 - Ensure each candidate experience is in line with **yourtown's** brand and values in that it is professional, timely and engaging.

- Coach and guide hiring managers on recruitment techniques and processes to achieve the desired outcome.
- Understand **yourtown's** employee value proposition (EVP) and ensure recruitment campaigns align with this and the wider **yourtown** branding and messaging.
- Review and recommend continual process improvement initiatives to ensure effective, contemporary and high-quality recruitment services.
- Collaborate with **yourtown's** People and Culture Advisors and wider P&C team to provide tailored resourcing advice and support to relevant client groups.
- Undertake talent acquisition and broader People & Culture projects as determined through strategic priorities and process improvements.
- Undertake high quality and contemporary organisational design and development activities including:
 - Work in collaboration with project teams in the design of new programs to ensure development of a staffing model that will enable implementation of the program.
 - Partner with Managers in the review and redesign or update of specific positions.
 - Undertake industry and market research in order to provide advice on position titles, salary considerations and sourcing strategies.
 - Develop quality position descriptions in line with program and organisational frameworks.
 - Ensure positions are accurately sized in line with **yourtown's** position sizing and remuneration frameworks and systems.
- Additional responsibilities:
 - Ensure the compliant and efficient use of **yourtown's** electronic recruitment and business case systems.
- Demonstrate an understanding of and meet the requirements of the position and all performance expectations including:
 - Maintaining currency of knowledge with regards to relevant legislation, professional practice and emerging trends to ensure advice is current and effective.
 - Participating in other duties and cross-functional teams as may be required, in order to achieve efficient and effective **yourtown** services.
 - Participating in and meeting the expectations as agreed pursuant to the Organisational Performance Framework.
 - From time to time assist in other locations and travel intrastate, or interstate, as required.

at **yourtown** our team members:

- Adopt a culture of individual and organisational accountability, shared mission, mutuality of respect and responsibility, growth mindset and continuous improvement.

- Invest in their own ongoing professional development and leadership capability through active learning, seeking and giving feedback, and participating in **yourtown** leadership impact opportunities.
- Solve team and organisational problems using a super team approach leveraging cross functional capabilities and skills with diverse thinking to create a future ready workforce.

selection criteria

Essential knowledge, skills, abilities:

- Degree level qualifications in a relevant discipline (e.g. Human Resources, Business) and a minimum of three years specialised recruitment experience. or a minimum of six years specialized recruitment experience.
- Demonstrated contemporary knowledge of recruitment, resourcing, and human resource practices, including relevant workplace relations legislation, industrial instruments, standards, policies and procedures.
- Experience within Human Resource Information Systems, and a high level of accuracy and competency across e-Recruitment Systems, Microsoft Office, and the ability to operate new software and systems as required.
- Highly developed communication skills including proven negotiation skills and the ability to influence others.
- Experience in sourcing and engaging with candidates through contemporary social media platforms.
- Present professionally and demonstrate the ability to work with a range of internal and external stakeholders.
- Demonstrated understanding of a best practice customer service model within a professional human resources environment.
- Highly developed written skills, including presentation, report writing, and attention to detail.
- Demonstrated time management skills with an ability to coordinate and prioritize multiple projects while balancing immediate operational duties and strategic projects.
- This position requires the ability and flexibility to travel and assist in other locations, both intrastate and interstate on a regular basis.

requirements

The Talent Acquisition Specialist must always:

- Comply with the relevant state or territory requirements for working with children.
- Maintain satisfactory National Criminal History Check.
- Possess an unrestricted current Driver's Licence.
- Comply with **yourtown's** immunisation requirements that are specific to your role and as per yourtown's immunisation policy.
- Demonstrate conduct compliant with **yourtown's** Code of Conduct.
- Maintain confidentiality and discretion in all matters.



- Align to the mutuality of safety and wellbeing for self and others in all **yourtown** workplaces and work-related activities.
- Uphold the **yourtown** safeguarding commitment in every aspect of their role.

Review and Version Control				
Version	Authorised by	Approval Date	Effective Date	Comment
1.1	Snr Business Partner	25/01/2024	25/01/2024	Update to new template
1.2	HR Manager	23/12/2024	23/12/2024	Updated reporting line