

POSITION DESCRIPTION

Position Title:	Talent Acquisition Specialist
Cluster / Business Unit / Division	People and Culture
Section or Unit:	Talent Strategy and Workforce Management
Classification:	Band 5
Job Family:	Human Resources
Position Description Number:	PD-2616
Work Contract Type:	Administration, Professional
STEMM/NONSTEMM	Non STEMM

POSITION PURPOSE

The Talent Acquisition Specialist is responsible for identifying and providing sourcing strategies to attract high calibre candidates for the organisation. The role manages the end-to-end recruitment lifecycle, provides expert advice on selection methodologies, provides systems training and oversees the onboarding of new hires. It contributes to building a strong and capable workforce and provides intermediate support on a range of recruitment related functions including compliance with relevant policies and statutory requirements, best practice, data and metrics and communicating the company's values, culture, and benefits to potential candidates.

ORGANISATIONAL ENVIRONMENT

ANSTO is a leading global nuclear science and technology organisation delivering world-class research and expertise to benefit Australia and support a more sustainable future. Using nuclear science, we improve health, support industries, provide expert advice to government on nuclear technologies and help develop Australia's nuclear workforce.

The Talent Strategy and Workforce Management unit forms part of People and Culture which comprises the units of Learning and Development, Workplace Relations, Organisational Development, Senior HR Business Partners and HR Advisors. People and Culture uphold the professional standards of the organisation by providing leadership to the business on key people-issues; advice, support and guidance on the application of the standards. This unit contributes to the design and manages the implementation of key projects to continuously improve the organisation's people processes and frameworks.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Partner with key stakeholders to facilitate the seamless delivery of end-to-end talent acquisition services, that embrace best practice and deliver on agreed key performance indicators relevant to time to fill and diversity KPI's.
- Research best practice on recruitment and make recommendations to the design and development of the talent acquisition strategy.
- Provide expert advice and guidance to senior and other key stakeholders for the candidate recruitment, selection and onboarding processes, including best practice methods of candidate attraction and, selection, provide advice and guidance on ANSTO relocation assistance and the visa sponsorship process.
- Develop, maintain, and provide reporting mechanisms to monitor key performance indicators, team performance and other reporting as required.

- Interpret recruitment related legislative, policy and procedural requirements and provide sound, timely and accurate advice to portfolio clients in line with these instruments and business practices.
- Adopt a continuous improvement mindset, to ensure as systems functionality evolves, new functionality is assessed, and recommendations are made for the benefit of candidates and hiring managers.
- Provide training and support to the business areas in relation to multiple people systems, processes, policies and programs.
- Independently and proactively identify, recommend, and share best practice strategies in the recruitment and onboarding process to support enhanced candidate and hiring manager experience.
- Guide and support hiring managers with developing increased capability with hiring practices.
- Manage and provide system administration to the on-boarding system, maintain working relationships with key stakeholders to reconfigure and/or update the on-boarding system as required.
- Preparation of high-level written correspondence including responses, reports, and common instructional methods and aids to provide clear direction in the field of recruitment.
- Assist Organisational Development with divisional related projects linked to Diversity & Inclusion (D&I) and relevant to recruitment.
- Undertake additional relevant duties from time to time, and during periods of leave of other staff.

Decision Making

- The position is fully accountable for the accuracy, integrity and quality of the content of support provided to the Head of Talent Management and Workforce Strategy.
- The position performs the role autonomously and is fully accountable for the advice and information provided to managers and employees.
- Determines key work priorities within the context of agreed work plans and will consult with the Head of Talent Strategy and Workforce Management on complex, sensitive and major issues that have a significant impact on People and Culture.
- The position works within a framework of legislation, policies, professional standards and resource parameters. Within this framework the position has some independence and interdependencies in determining how to achieve objectives of the unit, including deciding on methods and approaches.
- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

Key Challenges

- Delivering a range of talent acquisition related matters, often with tight deadlines, limited resources and the need to manage competing priorities.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Head of Talent Management & Workforce Strategy	<ul style="list-style-type: none"> • Receive guidance from and provide regular updates to on key work assignments, issues and priorities • Provide advice and contribute to decision making

	<ul style="list-style-type: none"> Propose process improvement and system enhancement recommendations which increases effectiveness and user experiences Identify emerging issues/risks and their implications and propose solutions
Chief People Officer and General Manager of People, Performance and Capability	<ul style="list-style-type: none"> Receive guidance and provide regular updates on key work assignments, issues and priorities Provide advice and contribute to decision making Identify emerging issues/risks and their implications and propose solutions
HR Business Partners	<ul style="list-style-type: none"> Receive guidance and direction Recommend and gain endorsement for plans and goals and other initiatives Provide consistent and accurate reports and information Maintenance of documentation Support team members to work collaboratively to contribute to achieving team outcomes
Stakeholders (Hiring Managers, Employees, Security, IT, HRSS, Dosimetry, High Reliability, Procurement)	<ul style="list-style-type: none"> Develop and maintain effective relationships and open channels of communication Provide advice on work progress, challenges, exchange information and respond to enquiries
External	
Stakeholders (Medical Providers, Immigration Lawyers, Recruitment Agencies, candidates)	<ul style="list-style-type: none"> Develop and maintain effective relationships and open channels of communication Exchange information and respond to enquiries

POSITION DIMENSIONS

Staff Data

Reporting Line	<ul style="list-style-type: none"> Reports to the Head of Talent Strategy and Workforce Management
Contractors	<ul style="list-style-type: none"> As required

Special / Physical Requirements

Location:	Lucas Heights /Clayton Campus Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer)
Radiation areas:	May be required to work in radiation areas under tightly regulated conditions
Hours:	Willingness to work extended and varied hours based on operational requirements
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain appropriate federal government clearance

Workplace Health & Safety

	All Workers Officer (definitions found in appendix 1 of AG-2362)
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Specific role/s as specified in
AG-2362 of the ANSTO WHS
Management System

Other specialised roles identified within the guideline a position
holder may be allocated to in the course of their duties

ORGANISATIONAL CHART

As per published org chart

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Cert IV and/or a Diploma in Human Resources (HR) or significant demonstrated experience in a Human Resources role.
2. Understanding of HR processes and talent acquisition trends.
3. Strong interpersonal skills to connect with potential candidates and to provide advice, coach and guide hiring managers
4. Strong analytical and reporting skills.
5. Knowledge of the breadth of Human Resources functions and policies and practices and an appreciation of the intersection with talent processes.
6. Experience with management systems (specifically SuccessFactors and SAP) and experience using people related systems.
7. Demonstrated ability to collaborate with various team members and engage with stakeholders.
8. High attention to detail and demonstrated organisational, execution and time management skills.
9. Ability to prioritise and adhere to strict timeframes to meet critical deadlines.
10. Excellent oral and written communication skills and ability to influence and convey business requirements in a clear, concise, and effective manner.

VERIFICATION

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position.

Line Manager		Delegated Authority	
Name:	Andrew Sill	Name:	Gavin Kable
Title:	Head of Talent Strategy and Workforce Management	Title:	Chief People Officer
Signature:		Signature:	
Date:		Date:	