ADELAIDE CITY COUNCIL

Work Profile

Position Title:	Talent Acquisition Consultant – 0.8 FTE - Fixed term (12 months)
Position Number:	TBC
Responsible To:	Team Leader, People Services
Council Program:	People and Culture
Classification Level:	Level 6

Overview of Program

People and Culture: Partnering with the organisation to build a constructive, safety conscious and agile workforce.

Key Relationships / Interactions

Internal	• Executive Leadership Group • Program/Corporate Managers • Group Team Leaders/Team Leaders (Hiring Managers) • People & Culture Team • Staff from across the corporation • Chair of Authorities
External	• Recruitment Providers • Local Government Association (LGA) • Government Agencies • Educational Institutions • Employment Agencies • External Consultants/Service Providers • External Applicants

Job Specification

Primary Purpose	As part of the People & Culture Program the Talent Acquisition Consultant will: • Manage an 'end-to-end' recruitment activity focused on ensuring an exceptional experience for candidates and hiring managers that delivers the right talent to the right roles at the right time. This includes revising the effectiveness of the current recruitment practices and making recommendations for the future.
Responsibilities	The Talent Acquisition Consultant is responsible for: • Managing the current recruitment process and life-cycle, including sourcing, attracting, recruiting and on-boarding employees across and into council from casuals through to General Managers and/or including Board Member appointments. • Collaborating with internal teams and hiring managers to assist with recruitment activity and sourcing appropriate talent for current open roles. • Providing recruitment strategies and industry insights as required. • Assessing the capability of hiring managers and, if necessary, providing appropriate coaching and support and/or (together with the Organisational Development Consultant) preparing a training program to develop and build hiring manager capability. • Maintaining the development of templates and library of questions within TALEO and creating talent pipelines with hiring managers. • Actioning TALEO system improvements and trouble-shooting where possible for hiring managers, employees and external candidates. • Liaising with industry associations and agencies to position Adelaide City Council offerings as front of mind. • Engage potential candidates throughout the recruitment process. • Participating in relevant employment and career expos to promote careers in council. • Utilising the ACC Employee Value Propositions and Employer Brand for maximum impact to ensure ACC is attracting exceptional candidates that will support the achievement of our strategic outcomes. • Supporting the application of and demonstrably engaging in the ACC's Equal Employment Opportunity, cultural diversity and ethical practice policies. • Taking reasonable care to ensure their own safety and not placing others at risk by any act or omission. • Attending WHS training and following instructions and advice provided. • Complying with the requirements of the ACC WHS management system. • Using and caring for equipment, including personal protective equipment, as instructed. • Not intentionally or recklessly interfering with or misusing workplace equipment and supplies in a manner that could adversely affect health, safety or welfare in the workplace.

Selection Criteria

(*) Candidates should ensure that their application clearly demonstrates their ability to meet the Essential Criteria detailed below.

Qualifications	An appropriate tertiary qualification in Human Resources, related field or demonstrated experience equivalent.	Essential
People Management	Ability to coach and mentor people at all levels of the business and provide appropriate feedback to leadership team. Ability to perceive the political implications of various decision paths before acting and proven ability to integrate across inter-related program or groups to achieve outcomes. Leadership skills are required, coupled with sound influential and relationship building skills.	Essential
Technical Knowledge & Experience	Experience and understanding of the HR function within a complex organisation. Strong understanding of relevant employment laws, EBA structure and interpretation, HR policy, procedure, systems and classification of salaries and wages. Significant knowledge of contemporary recruitment practices and principles. Demonstrated experience in either an internal or external recruitment function. Demonstrated experience utilising recruitment databases (particularly Oracle TALEO), LinkedIn recruiter, Seek Talent Search and other Job-boards.	Essential
Project Management	Well-developed project management skills which underpin the timely development of strategies, projects and programs and assist in cross functional collaboration.	Essential
Innovation & Initiative	Experience in applying/implementing best practice HR principles and practices to the development and delivery of strategies relating to the employment life cycle. Ability to think strategically, analyse current practices, develop creative solutions and achieve outcomes that advance the Program's objectives.	Desirable
Resource Management & Decision Making	Ability to effectively utilise allocated resources which includes planning, delegating and prioritising. Ability to prioritise and be flexible when responding to changing priorities and demands.	Essential
Customer Commitment and Integrity	Deliver a positive experience to internal and external customers through the provision of timely, reliable and expert advice whilst focussing on the customers' needs to drive the solution including opportunities for continuous improvement.	Essential

Collaboration & Communication	Substantial ability to develop and sustain positive relationships, consult and communicate with all levels of management, staff, government agencies and candidates, both verbally and in writing. Energy and personal style to collaborate and influence across all levels in order to create awareness and traction around the adoption of People & Culture strategies.	Essential
Administrative Skills	A high level of organisational and time management skills. An awareness of Work, Health & Safety issues, standards and actions in the work place.	Essential

I make a difference – Our Leadership Framework underpinned by our values, and based on the concept of collective leadership – we are all leaders and we all can make a difference, captures the essence of what will guide us on our journey of future success; growing and developing ACC.

Our Values - will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

Achievement - **Delivering Council's outcomes**

- we celebrate our successes and recognise the achievements of our people
- we promptly deliver the services, policy and assets that realise the goals of Council
- we set clear achievement goals and give people what they need to deliver on them
- we continually give and accept performance feedback

Collaboration - **Working with others**

- we work across divisions to achieve outcomes that require a team effort
- we make the effort to support, understand and value others
- we focus on sharing information with others to achieve shared goals
- we support our community

Customer commitment - **Understanding and meeting the needs of others**

- we deliver on our promises
- we take ownership and follow through
- we listen to our customers and have empathy
- we will provide exceptional service to all

Integrity - **Honesty, trust, respect and ethics**

- we do what we say we will do
- we listen to and value the perspectives of others
- we display behaviours that reflect our organisational Values
- we respect each other

Innovation - **Finding a better way to deliver**

- we look for options and ways to say yes instead of no
- we have the courage to put forward bold proposals if they will deliver the results we want
- we reward new ideas for delivering outcomes and people who take calculated risks
- we will always identify the solution, never just the problem

Our Guiding Principles

The following principles will guide how we plan, set policy, make decisions, manage risks and allocate resources to deliver lasting results for the City of Adelaide and its people.

Our Focus – we develop place-based and community-specific plans, which mesh with city-wide policies and strategies

Our Service – we listen to our community, understand its expectations and deliver services that respond to its needs

Our Openness – we value and facilitate community involvement in what we do, which includes making information about our policies, plans and decisions easy to access

Our Approach – we work with our community to build capability, entrepreneurship and innovation to achieve positive outcomes for the community and the city as a whole

Our Stewardship – we ensure all expenditure and the management of assets provides value for money and grows community wealth now and into the future

Our Sustainability – we ensure our actions do not compromise the ability of future generations to achieve appropriate economic, social and environmental outcomes for the city

Our Purpose

Is to be: **'One City One Team' –** this means we will work together as one team with Council and the community to achieve our dream of making Adelaide a great city.

We will achieve this by being an organisation that is a:

Brilliant service provider who puts the customer first and gives each customer a great experience of Council's service

Trusted partner who actively engages with others to combine expertise and resources and to produce the best possible outcome for each party and the city

Professional administrator who provides great advice to Council and consistently delivers on the things that matter

High-achieving team full of creative people who inspire and bring out the best in each other to deliver what is promised

Best practice organisation which leverages our knowledge, systems, assets and resources to deliver current priorities, and innovates to create future wealth and capability

Special Conditions:

- *Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.*
- *Some out of hours work may be required in order to meet the requirements of your role.*

Physical Demands:

While performing the duties of your job, you are required to regularly:

- *Sit*
- *Stand*
- *Walk*

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

Manager/Team Leader Signature: ..... Date: ...../...../.....
Manager/Team Leader Name: .....

Employee Signature: ..... Date: ...../...../.....
Employee Name: .....