# Postion Details

Talent Acquisition Specialist CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Talent Acquisition Specialist |
| Job Reference | 79699 |
| Tenure | 12-month term |
| Salary Range | AU$87k to AU$98k (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Brisbane, Melbourne, Sydney, Canberra |
| Relocation Assistance | Not provided for this role |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents Only, or those on valid working Visa |
| Position reports to the | Talent Acquisition Business Partner |
| Client Focus – Internal | 60% |
| Client Focus – External | 40% |
| Number of Direct Reports | 0 |
| Enquire about this job | Apply via CSIRO Careers website. [Careers - CSIRO](https://www.csiro.au/en/Careers) |
| How to apply | Apply online at <https://jobs.csiro.au/>  Internal applicants please apply via **Jobs Central**  If you experience difficulties when applying, please email [careers.online@csiro.au](mailto:careers.online@csiro.au) or call 1300 984 220. |

### Role Overview

## Administrative staff in CSIRO provide administrative and management services to support the effective provision of research and development activities. This involves the development and implementation and/or administration of policies, systems and procedures that assist the organisation and the business units to achieve their objectives and meet Government and regulatory responsibilities.

## The Talent Acquisition Partner (TAP) will work collaboratively across allocated business units, providing consultative and supportive subject matter expert advice to Human Resource and business stakeholders with business and organisational strategy guiding best practice recruitment approach and delivery.

### In addition, the role will take on a proactive approach in understanding business unit talent opportunities in depth. This will include attending and contributing to regular Business Unit and Human Resource meetings on relevant recruitment metrics and external market data/trends, market trends by discipline and future talent market activity for consideration.

### Duties and Key Result Areas:

* Partnering with hiring managers to create a recruitment strategy that delivers solutions in line with business and organisational strategy
* Collaborate with business leaders and HR to understand current and future talent needs, develop sourcing strategies, building a strong pipeline of talent from multiple sources e.g. LinkedIn, talent pools and specialist agencies
* Provide daily operational development to Administration Specialists (AS) to build skill capability and industry knowledge, providing suitable information and direction to complete administration support tasks
* Provide ongoing support to hiring managers in equipping them with skills to apply best practice interview and selection techniques
* Collaborate with Recruitment Services Team to ensure a seamless, high touch and efficient onboarding experience and candidate communications
* Assist in coordinating panels and participate in panels, documenting interview notes and candidate profile summaries
* Maintain Success Factors (recruitment system) with real time updates relating to individual candidate profiles, with full compliance to administrative systems, processes and policies, to ensure that all information is accurate, stored correctly and accessible by authorised team members
* Attend team meetings and extended HR meetings to keep knowledge up to date and to contribute information, knowledge, and ideas for continual process improvement
* Understand KPIs and seek support and information to meet minimum targets
* Participate in online and in person recruitment forums and events to promote CSIRO employment profile to candidates and the talent acquisition community
* Collaborate with all members of the talent acquisition to support strategic initiatives, providing time, skills and effort to projects, ad hoc work assignments and other business demands as directed by talent acquisition senior managers and executive

## **Required Competencies:**

* **Teamwork and Collaboration**: Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues
* **Influence and Communication**: Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others reactions
* **Resource Management/Leadership:** Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team
* **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions
* **Independence:** Recognises and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction)
* **Adaptability:** Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes

## **Selection Criteria**

#### Essential

* Experience as a talent acquisition specialist in either in house, within outsourced or Agency models.
* Demonstrated skills in a variety of candidate attraction channels with a focus on diversity and niche skill requirements
* Collaborative approach to talent acquisition with specific focus on stakeholder and candidate management, communication, business requirements and budget constraints
* Experience in Technical recruitment (Science, Engineering, Research/Academia or IT), or Corporate Services functions.
* Highly organised with high level of attention to detail, ability to manage multiple streams of work
* High level oral and written communication and consulting skills, specifically in building and maintaining effective, collaborative working relationships across all levels of the organisation and with external stakeholders
* Highly developed organisational skills, with the ability to manage a diverse range of conflicting priorities and coordinate high volume recruitment activities
* Experience using a variety of recruitment technology platforms
* Demonstrated and proactive, solutions focused approach to managing individual and team contribution, with specific emphasis on alignment with CSIRO Talent guiding principles of being visible, easy to do business with, accountable, curious and collaborative

**Desirable**

* Qualification in Human Resources, Business or relevant similar discipline
* Certification in sourcing channel strategies and market mapping

Special Requirements

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements.

The successful candidate will be asked to obtain and provide evidence of a National Police Check or equivalent. Please note that people with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.

## **About CSIRO:**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)!

Our Values:

CSIRO is a values-based organisation. In your application and at interview you will need to demonstrate behaviours aligned to our values of:

* People First
* Further Together
* Making it Real
* Trusted