

TALENT ACQUISITION ADVISOR

BRANCH/UNIT	People & Safety		
	Workforce Alignment		
LOCATION	Negotiable		
CLASSIFICATION/GRADE/BAND	TAFE Worker Level 6		
POSITION NO.	TBA		
ANZSCO CODE	223112	PCAT CODE	1224292
TAFE Website	www.tafensw.edu.au		

1. ORGANISATIONAL ENVIRONMENT

TAFE NSW's purpose is to skill the workforce of the future. It is Australia's leading provider of vocational education and training with over 500,000 annual enrolments and a proud history for setting the benchmark for quality service. As the NSW public provider, it supports the NSW Government's priority to grow skills for the economy and jobs of tomorrow. Critically, TAFE NSW plays a vital role in providing vocational education in rural and regional NSW, and job training pathways for the most vulnerable in the community.

TAFE NSW offers the best of campus-based delivery as well as flexible, online and work-based learning. The TAFE NSW values of Customer First, Collaboration, Integrity and Excellence guide our team in strengthening communities, delivering world-class training for our students and producing job ready graduates for employers. The operating environment for TAFE NSW is dynamic as we leverage our scale, expertise, passion and reputation to meet the rapidly changing VET landscape.

TAFE NSW is committed to its students and customers and the role it plays in changing lives and opening up opportunities through learning.

2. POSITION PURPOSE

The Talent Acquisition Advisor is responsible for the delivery, design and coordination of recruitment activities associated with the attraction, sourcing and assessment of high calibre candidates aligned to industry specialisation.

3. KEY ACCOUNTABILITIES

1. Design and coordinate talent acquisition activities in order to support quality hiring decisions across TAFE NSW.
2. Partner with the business and skills team to understand their operational workforce plans and implement approved activities and assessment methods that source and attract the right candidates.
3. Administer industry specific internal and external talent pools allowing pre-qualified high potential candidates to be profiled and shared internally in order to measurably improve the quality of talent and to fill roles efficiently across TAFE NSW.
4. Provide operational talent acquisition advice and support on policies and procedures that build hiring manager's capability and ensure the effective and compliant execution of recruitment activities.
5. Deliver operational reporting such as metrics and data to ensure relevant stakeholders are informed of progress and make effective recruitment decisions.
6. Contribute to the ongoing review, development and maintenance of recruitment policies ensuring alignment to TAFE and government policy, process and legislation and best practice recruitment industry approaches.
7. Provide selection process support by shortlisting applicants, ensuring compliance with public sector requirements by providing a recommendation of applicants for Hiring Managers to interview.
8. Verify selection panel reports for approval by the appropriate authorised delegate to ensure selection recommendations are compliant to policies and award conditions.
9. Reflect TAFE NSW's values in the way you work and abide by policies and procedures to ensure a safe, healthy and inclusive work environment. Reflect TAFE NSW's values in the way you work and abide by policies and procedures to ensure a safe, healthy and inclusive work environment.
10. Place the customer at the Centre of all decision making.
11. Work with the Line Manager to develop and review meaningful performance management and development plans.

4. KEY CHALLENGES

- Coordinating information from a variety of sources including dealing appropriately with sensitive or confidential matters.
- Working in a high volume, complex and sensitive area, requiring high levels of tact, discretion and confidentiality.
- Providing a client centric proactive recruitment support service that delivers high levels of customer and candidate satisfaction with the recruitment process.
- Managing time effectively including balancing stakeholder demands and requirements to ensure work is delivered within the required timeframes.

5. KEY RELATIONSHIPS

WHO	WHY
Internal	
Talent Acquisition Lead	<ul style="list-style-type: none"> • Receive leadership, direction and support
TAFENSW.EDU.AU	

Hiring Managers	<ul style="list-style-type: none"> • Partner to coordinate and deliver client-centric recruitment process management • Provide recruitment advice, guidance and support
Team members	<ul style="list-style-type: none"> • Collaborate to share information, opportunities and issues • Engage with Talent Acquisition Officers in relation to administrative support related to hiring activities that the position manages.
External	
Other Government Agencies	<ul style="list-style-type: none"> • Collaborate and share information. • Identify opportunities for partnering to address current and future recruitment needs.

6. POSITION DIMENSIONS

Reporting Line: Talent Acquisition Lead

Direct Reports: Nil

Indirect Reports: Nil

Financial delegation: TBA

Budget/Expenditure: TBA

Decision Making:

- Makes decisions, using good judgement, expertise and knowledge, under limited guidance from more senior staff, on tasks/assignments with considerable complexity and sensitivity.
- Matters requiring a higher level of approval are referred to the Reporting Line Manager.

7. ESSENTIAL REQUIREMENTS

1. Diploma, Advanced Diploma or Associate Degree in a relevant discipline or equivalent skills, knowledge and experience.
2. Demonstrated knowledge and experience in end to end talent acquisition delivery including best practice talent acquisition approaches and marketing and social media initiatives.
3. **Ability to address and meet focus capabilities as stated in the Position Description.**





8. CAPABILITIES

NSW Public Sector Capability Framework

Below is the full list of capabilities and the level required for this role as per the [NSW Public Sector Capability Framework](#). The capabilities **in bold** are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

Capability levels are as follows and reflect a progressive increase in complexity and skill:

Foundational > Intermediate > Adept > Advanced > Highly Advanced

CAPABILITY GROUP	NAME	LEVEL
 Personal Attributes	Display Resilience & Courage	Foundational
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Adept
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Deliver Results	Foundational
	Plan And Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	Foundational

FOCUS CAPABILITIES

The focus capabilities for the Talent Acquisition Advisor are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the position's key accountabilities.

NSW Public Sector Focus Capabilities

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes		
Manage Self	Intermediate	<ul style="list-style-type: none"> Adapt existing skills to new situations. Show commitment to achieving work goals. Show awareness of own strengths and areas for growth and develop and apply new skills. Seek feedback from colleagues and stakeholders. Maintain own motivation when tasks become difficult.
Relationships		
Commit to Customer Service	Adept	<ul style="list-style-type: none"> Take responsibility for delivering high quality customer-focused services. Understand customer perspectives and ensure responsiveness to their needs. Identify customer service needs and implement solutions. Find opportunities to co-operate with internal and external parties to improve outcomes for customers. Maintain relationships with key customers in area of expertise. Connect and collaborate with relevant stakeholders within the community.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Results		
Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> • Understand the team/unit objectives and align operational activities accordingly. • Initiate, and develop team goals and plans and use feedback to inform future planning. • Respond proactively to changing circumstances and adjust plans and schedules when necessary. • Consider the implications of immediate and longer term organisational issues and how these might impact on the achievement of team/unit goals. • Accommodate and respond with initiative to changing priorities and operating environments.
Business Enablers		
Technology	Intermediate	<ul style="list-style-type: none"> • Apply computer applications that enable performance of more complex tasks. • Apply practical skills in the use of relevant technology. • Make effective use of records, information and knowledge management functions and systems. • Understand and comply with information and communications security and acceptable use policies. • Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies.