Role Description
Talent Advisor

Cluster	Treasury
Agency	NSW Treasury
Division/Branch/Unit	Human Resources
Location	Sydney CBD
Classification/Grade/Band	7/8
ANZSCO Code	223112
PCAT Code	2113392
Date of Approval	06 September 2017
Agency Website	www.treasury.nsw.gov.au

Agency overview

The key customer of NSW Treasury is the NSW Government on behalf of the people of NSW. Our vision is ensuring that the people of NSW have access to services and infrastructure that deliver social and economic benefits underpinned by a strong and sustainable economic and financial position.

Information about the structure and functions of the NSW Treasury can be sourced on our website: https://www.treasury.nsw.gov.au (Refer to "About Treasury" and "Our Treasury Team").

The **Human Resources (HR) team** leads human resources, workforce development and management strategies, and addresses recruitment needs and the implementation of a robust workforce management strategy.

Primary purpose of the role

Deliver the end to end responsibility for identifying, attracting and on-boarding talent to efficiently and effectively meet changing organisational needs. This includes the development, integration and maintenance of policies, processes, programs, tools, reporting and governance and coordinating the operation delivery of core talent resourcing/recruitment services for NSW Treasury.

Key accountabilities:

- Provide expert advice to managers and leaders on fit-for-purpose talent management strategies to close capability gaps, support informed selection choices, and align with the organisation's employee value proposition.

- Identify, design and develop talent resourcing activities, including; attraction, selection, assessment and career transition ensuring compliance with relevant NSW Public Sector recruitment policies, practices and statutory requirements.

- Collaborate with peers across the sector to build talent pipelines for common roles and key professional streams, enhancing the sector's appeal as an employer.

- Manage, coordinate and control the expenditure use of Agency Workers ensuring compliance with the PSA and NSW Treasury Requirements.

- Encourage use of mobility provisions to support employees to acquire a broad base of experience through their careers and optimise flexible resource deployment.

- Identify and analyse emergent issues, resourcing data and statistics, metrics and trends to inform internal mobility and workforce resourcing activities and planning; prepare reports and submissions, and present information to support workforce decision making.

- Provide expert advice to leaders and managers on the evaluation of assessments, performance management and talent management strategies, and collaborate on modifications as needed to build organisational capability and talent.

- Manage candidate relationships ensuring positive experiences for all candidates and maintaining the relationship with talent pool candidates.

- Recommend and customise recruitment and assessment processes to enable manager to make informed selections in line with business planning and capability requirements.

- Partner with HR Business Partners, Executives and Senior Managers to provide expert advice for positions within Treasury and ensure outcomes are delivered on time, within budget and to required

- KPI's

- Monitor and seek feedback from key stakeholders to continuously improve the implementation of attraction, recruitment and on boarding practices within NSW Treasury providing training where required.

Key challenges

- Develop, Support and understanding of NSW Treasury's strategic and policy imperatives, operational challenges, and resourcing requirements to ensure talent management strategies and practices processes are integrated effectively into the business unit programs.

- Design and advocate responsive and practical talent management strategies and issue solutions that meets business needs and customer expectations but does not compromise employment legislation or NSW Public Sector recruitment policy.

- Engaging business managers in accepting their role in timely, transparent and fair recruitment and selection activity, workforce planning and career transitions practices on a consistent basis.

Key relationships

Who	Why
Internal	
Executive Director of Human Resources	• Receive guidance and professional support, provide expert and strategic advice and exchange information.
Director/ Business Partners of Human Resources	• Support the HR Director/HR Business Partner in the delivery of recruitment and staff selection policies, procedures and operations. • Engage and collaborate to develop solutions to complex resourcing issues; provide expert opinion on contemporary talent management practice and influence the application on new approaches to recruitment.
Senior Talent Advisor	• Provide support in the delivery of recruitment and staff selection policies, procedures and operations. • Contribute to broader unit issues within NSW Treasury. • Escalate issues, keep informed, advise, receive guidance and instructions on matters relating to recruitment policies and procedures.
Hiring Manager	• Support Hiring Manager in the operational recruitment function to ensure effective and efficient recruitment process
Work Team	• Maintain effective working relationships and work collaboratively within and across teams to provide high service delivery and support across the team in time of high work volume
NSW Treasury Staff	• Provide information and guidance on role vacancies and career development opportunities.
External	
Public Service Commission	• Identify and maintain relationships with subject matter experts and networks to remain current with subject area best practice and principles.
External Providers	• Develop and maintain effective working relationships to assist in the delivery and coordination of recruitment activity. • Consult and advise on specific recruitment requirements, follow up on progress of recruitment action and exchange information.

Role dimensions

Decision making

The Talent Advisor has considerable autonomy in negotiating and determining matters related to their area of responsibility; the position directly influences policies, programs, corporate objectives and professional practices within the organization.

Decisions which are made by the position holder include:

- Makes day to day decisions about work priorities and workload management for self and/or team.
- Responsible for the quality and integrity of advice, content of reports, submissions, policies, correspondence and briefs provided to clients/customers/stakeholders/managers.
- Take ownership for work, being flexible and adaptable, and making suggestions for new policies to improve business performance or address government advertising issues.

Reporting line

The Talent Advisor reports directly to the Senior Talent Advisor and indirectly to the Director of HR.

Essential requirements

- Tertiary Qualifications or Degree in a relevant business subject or years of relevant experience
- Experience of recruitment and selection and understanding of recruitment processes and procedures
- Sound working knowledge of fundamental recruitment legislation and best practice
- Demonstrated working experience and skills with HR Systems and/or Recruitment management systems.
- Excellent interpersonal, verbal and written communications skills.
- Key Stakeholder engagement - Internal/External
- Initiative, self-reliance and the ability to work independently without close supervision
- Proficient IT skills, including experience of HR/Recruitment databases and Applicant Tracking Systems

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Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	**Capability Name**	**Level**
Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	**Intermediate**
	Manage Self	**Intermediate**
	Value Diversity	Intermediate
Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	**Intermediate**
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
Results	Deliver Results	Adept
	Plan and Prioritise	**Adept**
	Think and Solve Problems	**Adept**
	Demonstrate Accountability	Adept
Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	**Intermediate**
	Project Management	Intermediate

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Focus capabilities

The focus capabilities for the role 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 role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Act with Integrity Personal Attributes	Intermediate	• Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and follow legislation, rules, policies, guidelines and codes of conduct • Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct • Recognise and report misconduct, illegal or inappropriate behaviour • Report and manage apparent conflicts of interest
Manage Self Personal Attributes	Intermediate	• 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
Commit to Customer Service Relationships	Intermediate	• Support a culture of quality customer service in the organisation • Demonstrate a thorough knowledge of the services provided and relay to customers • Identify and respond quickly to customer needs • Consider customer service requirements and develop solutions to meet needs • Resolve complex customer issues and needs • Co-operate across work areas to improve outcomes for customers
Plan and Prioritise Results	Adept	• Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work • Initiate, prioritise, consult on and develop team/unit goals, strategies and plans • Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses • Ensure current work plans and activities support and are consistent with organisational change initiatives • Evaluate achievements and adjust future plans accordingly

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Think and Solve Problems Results	Adept	• Research and analyse information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of option • Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness
Procurement and Contract Management Business Enablers	Intermediate	• Understand and comply with legal, policy and organisational guidelines and procedures in relation to procurement and contract management • Conduct delegated purchasing activities, complying with prescribed guidelines and procedures • Work with providers, suppliers and contractors to ensure that outcomes are delivered in line with time and quality requirements

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