Role Description
Executive Talent Specialist

Cluster	Transport
Agency	Transport for NSW
Division/Branch/Unit	People and Culture/People Experience/Talent and Mobility
Role number	Multiple
Classification/Grade/Band	Transport Grade 8
ANZSCO Code	223112
PCAT Code	1224292
Date of Approval	August 2020
Agency Website	www.transport.nsw.gov.au

Agency overview

At Transport, we're passionate about making NSW a better place to live, work and visit. Our vision is to give everyone the freedom to choose how and when they get around, no matter where they live. Right now, were delivering a $57.5bn program – the largest Australia has ever seen – to keep people and goods moving, connect communities and shape the future of our cities, centres and regions. At Transport we're also committed to creating a diverse, inclusive and flexible workforce, which reflect the community and customers we serve.

Our organisation – Transport for NSW – is comprised of numerous integrated divisions that focus on achieving community outcomes for the greater good and on putting our customers at the centre and our people at the heart of everything we do.

People and Culture

We Partner to drive workforce solutions that align with business outcomes and support our people to thrive.

Primary purpose of the role

The Executive Talent Specialist provides comprehensive end-to-end recruitment services of executive-level employees, ensuring an exceptional hiring manager and candidate experience.

Key accountabilities

- Provide recruitment advice and support to Hiring Managers on recruitment policies and procedures, requirements, and technology processes to ensure Executive vacancies are filled with suitable candidates within the targeted time frame.
- Partner with Hiring Manager to develop job briefs, identify best sourcing solution and run sourcing strategies to attract top talent, ensuring compliance and integrity of recruitment processes.

- Partner with the sourcing function and approved third party Executive Search firms to develop search strategies to identify passive candidates to ensure the best talent pool is available.
- Guide and support Hiring Manager to form a Selection Panel to ensure panel membership and required paperwork is compliant.
- Support candidates with honest dialogue on career opportunities, employment experience, role challenges and candidate suitability.
- Drive short-listing of candidates and provide logistical support and candidate care in scheduling interviews, determining interview questions, assessment and tasks and preparation of required documentation to ensure interviews are compliant and are conducted within agreed time-frames.
- Support the Hiring Manager in the identification and selection and application of appropriate assessment methodologies and tools and engagement of suppliers to ensure the most relevant assessment is undertaken.
- Support the Hiring Manager through conducting reference checking and completion of selection logistics to ensure the selection process is completed within agreed time frames and is compliant.
- Partner with Contract and Pre-Employment Check Specialist to ensure the selected candidate is offered employment and on boarded correctly and in a timely manner.

Key challenges

- Consistently achieving service delivery objectives given stakeholder expectations, volume, resource constraints and complexity.
- Developing and maintaining external and internal relationships and communications with key stakeholders.

Key relationships

Who	Why
Internal	
Manager	- Escalate issues, keep informed, advise, receive guidance and instructions - Provide reports, data and analysis
People Leaders/Executive	Maintain strong relationships and provide accurate, quality advice and support, respond to requests for information or assistance and escalate sensitive issues
Business Partnering	Work closely with business partnering and their client groups to provide advice, support and build capability, collaborate to mitigate IR implications
Work Team	- Support team members and work collaboratively to contribute to achieving the teams project outcomes - Participate in meetings to share information and provide input on issues
Key Internal Stakeholders	- Develop and maintain effective relationships to facilitate outcomes - Resolve and provide solutions to issues - Provide advice and influence outcomes
External	

Key External Stakeholders	• Develop and maintain effective relationships to facilitate outcomes
	• Resolve and provide solutions to issues
	• Provide advice and influence outcomes

Role dimensions

Decision making

The role operates with autonomy in determining day to day work priorities within the context of an agreed work plan and in making associated decisions. Decisions on complex issues or those with political ramifications are referred to a higher level of authority.

Reporting line

The role reports to the Senior Manager, Talent Operations or Manager, Talent Operations

Direct reports

Nil

Budget/Expenditure

Nil

Key knowledge and experience

- Extensive experience in providing expert technical and specialised strategic HR advice and consultancy services at a senior level in line with legislative and regulatory requirements.

Essential requirements

- Tertiary qualifications in a relevant discipline and/or demonstrated relevant experience.

Capabilities for the role

The NSW public sector capability framework describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
Personal Attributes	**Display Resilience and Courage** Be open and honest, prepared to express your views, and willing to accept and commit to change	• Be flexible, show initiative and respond quickly when situations change • Give frank and honest feedback and advice • Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately • Raise and work through challenging issues and seek alternatives • Remain composed and calm under pressure and in challenging situations	Adept
	Value Diversity and Inclusion Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	• Promote the value of diversity and inclusive practices for the organisation, customers and stakeholders • Demonstrate cultural sensitivity, and engage with and integrate the views of others • Look for practical ways to resolve any barriers to including people from diverse cultures, backgrounds and experiences • Recognise and adapt to individual abilities, differences and working styles • Support initiatives that create a safe and equitable workplace and culture in which differences are valued • Recognise and manage bias in interactions and decision making	Adept
Relationships	**Commit to Customer Service** Provide customer-focused services in line with public sector and organisational objectives	• Take responsibility for delivering high-quality customer-focused services • Design processes and policies based on the customer's point of view and needs • Understand and measure what is important to customers • Use data and information to monitor and improve customer service delivery • Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant customers within the community	Adept
	Work Collaboratively Collaborate with others and value their contribution	• Encourage a culture that recognises the value of collaboration	Adept

		• Build cooperation and overcome barriers to information sharing and communication across teams and units • Share lessons learned across teams and units • Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work • Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services	
Results	**Plan and Prioritise** Plan to achieve priority outcomes and respond flexibly to changing circumstances	• Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work • Initiate, prioritise, consult on and develop team and unit goals, strategies and plans • Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses • Ensure current work plans and activities support and are consistent with organisational change initiatives • Evaluate outcomes and adjust future plans accordingly	Adept
Business Enablers	**Project Management** Understand and apply effective planning, coordination and control methods	• Understand all components of the project management process, including the need to consider change management to realise business benefits • Prepare clear project proposals and accurate estimates of required costs and resources • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Identify and evaluate risks associated with the project and develop mitigation strategies • Identify and consult stakeholders to inform the project strategy • Communicate the project's objectives and its expected benefits • Monitor the completion of project milestones against goals and take necessary action • Evaluate progress and identify improvements to inform future projects	Adept

Occupation specific capability set

Human Resources	**Talent Management** Develop approaches to proactively manage the supply of diverse leaders, talent and	• Advise and support managers in applying sound talent management principles, insights and practices, to inform talent acquisition and build leadership development pipelines in line with current and future business needs.	Level 2

| | capabilities across the organisation | • Design talent management solutions, such as capability assessments, appropriate to specific business needs across all stages of the employment lifecycle, and guide their implementation by managers.
• Recommend and customise recruitment and assessment processes to enable managers to make informed selections in line with business planning and capability requirements.
• Advise managers on opportunities to integrate talent management practices into daily management activities, in order to support the development of individual and sector organisational capability and increase workforce mobility.
• Advise and support managers to enhance their skills and confidence in having clear, candid and regular performance conversations and providing employees with effective development opportunities.
• Support managers in identifying and developing appropriate initiatives to respond to individual capability development needs.
• Support managers to deliver performance and recognition programs and advise on development of new initiatives.
• Review data and insights to assess efficiency and effectiveness of assessments, performance management and other talent management strategies, suggesting modifications as appropriate. |

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES			
Capability group/sets	**Capability name**	**Description**	**Level**
Personal Attributes	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Adept
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate

	Capability	Description	Level
Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Adept
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Adept
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Adept

Occupation specific capability set

	Capability	Description	Level
Human Resources	Employee services	Deliver customer focused services to optimise the employment life-cycle experience at an individual and organisational level	Level 1