

Role Description

Senior Sourcing Specialist

Cluster	Transport and Infrastructure
Agency	Transport for NSW
Division/Branch/Unit	People and Corporate Services / People and Culture / Talent
Location	Sydney
Classification/Grade/Band	Grade 8
Role Number	TBA
ANZSCO Code	TBA
PCAT Code	TBA
Date of Approval	13 April 2018
Agency Website	www.transport.nsw.gov.au

Agency overview

Transport for NSW (TfNSW) is the lead agency of the NSW Transport cluster. At Transport, we're passionate about making NSW a better place to live, work and visit. Our vision is of a connected roads and public transport network that has higher capacity and gives people the freedom to choose how and when they get around, no matter where they live and work. Right now, we're delivering a \$57.6bn program – the largest this nation 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 reflects the community and the customers we serve.

Primary purpose of the role

The Senior Sourcing Specialist develops and maintains comprehensive market maps and talent pools by researching, identifying, contacting and attracting relevant Executive level professionals to support talent planning and recruitment processes enabling the business to deliver hiring objectives and ensuring an exceptional hiring manager and candidate experience.

Key accountabilities

- Partner with the business to identify current and planned Executive roles requiring candidates with highly specialised, unique or niche work experience best acquired through sourcing activities to ensure a thorough understanding of hiring needs, position specifications and search requirements
- Provide recruitment advice and support to Hiring Managers and Executive Talent Specialists on market status, candidate requirements, and approach processes to ensure Executive vacancies are filled with suitable candidates within the targeted time frame

- Partner with the Executive Talent Specialist and 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
- Develop and implement sourcing strategies to build and manage Executive candidate pipelines to ensure a qualified talent pool is available
- Utilise a diverse variety of sources such as social media, search engines, networking, referrals, professional and alumni associations and competitor websites to identify passive and active candidates matching the required profile
- Engage with potential Executive candidates to gauge and generate interest in the opportunity and confirm suitability for the role to ensure that there is a pipeline of qualified candidates
- Build and maintain strong collaborative relationships with key external colleagues, professional bodies and associations to ensure a thorough understanding of current market conditions and identify potential Executive candidates
- Undertake research in current market conditions and talent shortages to develop ideas to create innovative sourcing strategies to ensure that a qualified candidate pipeline is created
- Provide market maps and market intelligence to inform the business needs
- Support employer branding work and diversity targets through proactive sourcing initiatives
- Leverage subject matter expertise to assist in delivering diverse Executive pipeline to enable gender balanced shortlisting

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
- Keeping up to date with the range, pace and complexity of information and knowledge required to deliver quality service

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Escalate issues, keep informed, advise, receive guidance and instructions • Provide reports, data and analysis
Work Team	<ul style="list-style-type: none"> • 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
Stakeholders	<ul style="list-style-type: none"> • Develop and maintain effective relationships to facilitate outcomes • Resolve and provide solutions to issues • Provide advice and influence outcomes

Who	Why
External	
Stakeholders	<ul style="list-style-type: none"> • Develop and maintain effective relationships to facilitate outcomes
Vendors/Service Providers	<ul style="list-style-type: none"> • Contact to provide and gather information and resolve routine issues

Role dimensions

Decision making

As per the delegations for the role

Reporting line

This role reports to the Senior Manager, Sourcing

Direct reports

This role has no direct reports

Budget/Expenditure

As per the TfNSW Financial Delegations

Essential requirements

Demonstrated experience at using a diverse variety of sourcing techniques such as Boolean, database and networking to identify potential candidates





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	Adept
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Adept
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate

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
Personal Attributes Display Resilience and Courage	Adept	<ul style="list-style-type: none"> Be flexible, show initiative and respond quickly when situations change Give frank and honest feedback/advice Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively Raise and work through challenging issues and seek alternatives Keep control of own emotions and stay calm under pressure and in challenging situations
Personal Attributes Value Diversity	Adept	<ul style="list-style-type: none"> Seek to promote the value of diversity for the organisation Recognise and adapt to individual differences and working styles

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Commit to Customer Service	Adept	<ul style="list-style-type: none"> Support initiatives that create an environment in which diversity is valued 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
Relationships Influence and Negotiate	Intermediate	<ul style="list-style-type: none"> Utilise facts, knowledge and experience to support recommendations Work towards positive and mutually satisfactory outcomes Identify and resolve issues in discussion with other staff and stakeholders Identify others' concerns and expectations Respond constructively to conflict and disagreements Keep discussion focused on the key issues
Results Deliver Results	Intermediate	<ul style="list-style-type: none"> Complete work tasks to agreed budgets, timeframes and standards Take the initiative to progress and deliver own and team/unit work Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals Seek and apply specialist advice when required
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