

	Position Title: Senior Manager – Talent Acquisition and Management	Team: People and Culture	Region: Central
	Supervisor: Executive Director – People and Culture	Delegations and Authorities: In Line with Delegations Policy	Band: E

ORGANISATIONAL INFORMATION

OUR PURPOSE AND GOALS	ROLE CONTEXT
<p>We believe children, young people and families should be safe, thriving and hopeful.</p> <p>Our Vision for 2022: Together we will courageously change lives and reimagine service systems.</p> <p>For over 140 years, Berry Street has adapted to a changing world, and we will continue to adapt to achieve our purpose.</p> <p>Berry Street will continue to be a strong and independent voice for the children, young people and families with whom we work. In collaboration with others, we will advocate for investment in early intervention and prevention services that enable families to be safe and stay together. We will use approaches that are culturally safe and informed by the best evidence available. We will measure and learn from the impact of our work, and we will continually contemporize our models of practice.</p> <p>We look forward to working with children, young people, families, carers, staff and partners to achieve this vision. Together.</p>	<p>The work of Berry Street’s People and Culture team is aligned with the strategic directions of <i>Reimagine the Future, Make an Impact, Future Growth and Sustainability</i> and <i>Support our People</i>. Acknowledging the difficult, challenging yet rewarding work of our people, the People and Culture Team works closely with the business to ensure our people are engaged, well supported, professionally developed and committed to the children, young people, families and carers they work with; working in a supportive and learning culture.</p> <p>A key function of People and Culture is Talent Acquisition and Management. Our people define Berry Street so it is imperative that we seek and retain the brightest, committed and best in the field and identify leaders and practice experts within our workforce and nurture and develop our staff with a strengths based approach.</p>
<h3>OUR VALUES</h3>	<h3>PRIMARY OBJECTIVES OF THE ROLE</h3> <p>The primary objectives of the role are to:</p> <ul style="list-style-type: none"> • Provide leadership of recruitment function • Review & improve recruitment processes to optimise effectiveness of function • Define & manage process to create an Employee Value Proposition across our core talent segments • Define workforce planning processes and partner with HR Business Partners to deliver across business • Define talent management processes (i.e. leadership identification, succession planning) • Develop and implement a Graduate Program, addressing sector skills shortage and gaps
<p>Berry Street expects all staff to apply these Values in all aspects of their work.</p> <p>Courage: To be the best we can be and to never give up</p> <p>Integrity: Expect a personal and organisation commitment to honesty</p> <p>Respect: Acknowledge the importance of each person’s heritage, traditions, identity, needs and aspirations</p> <p>Accountability: Be responsible for our own actions</p> <p>Working Together: Work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills.</p>	<h3>REPORTING RELATIONSHIPS</h3> <p>This role is based at our Richmond Office, with regional travel from time to time.</p> <p>The Senior Manager reports to the Executive Director People and Culture and has 1 direct report, however oversees a team of 5.</p>

EXPECTATIONS

- Conduct oneself in accordance with the Berry Street Code of Conduct which is underpinned by the values of accountability, courage, integrity, respect and working together.
- Have a demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety.
- Berry Street supports White Ribbon, Australia's campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women.
- Berry Street is committed to the safety, participation and empowerment of all children, including those with a disability and culturally and/or linguistically diverse backgrounds. Berry Street is also committed to cultural safety, inclusion and empowerment of Aboriginal children, their families and communities.

KEY SELECTION CRITERIA: KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE

- Excellent written and oral communication skills (including public speaking, presentations and facilitation skills).
- Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practising and promoting self-care strategies.
- Experience in leading, managing and coaching a recruitment team to achieve high performance outcomes and quality hires
- Demonstrated ability to build and maintain quality, trusting relationships with key stakeholders across all levels of the business
- High attention to detail
- Excellent problem-solving skills – the ability to identify problems or areas for improvement and offer creative and resourceful solutions
- Demonstrated experience in talent acquisition, including workforce planning and talent management

QUALIFICATIONS AND OTHER REQUIREMENTS

- A tertiary qualification in human resource management or related field
- Minimum 8 years' experience as a HR Professional with a focus on contemporary talent acquisition with 3 years in a leadership capacity
- Demonstrated experience in talent management processes, in particular Workforce Planning, Succession Planning and Talent Identification
- Demonstrated experience in the development of an Employee Value Proposition
- Staff must hold a valid WWCC (employment), current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.

DESIRABLE

- Experience in Social Work, Health or Welfare sector
- Experience with recruitment systems, ideally Scout
- Previous experience in developing / running Graduate Programs

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
Leadership	<ul style="list-style-type: none"> • Provide leadership of the recruitment function • Lead a team of 5 staff, providing supervision, mentoring and support • Attend to training and professional development of the team • Ensure the team are meeting all statutory and compliance requirements • Ensure the team are value adding to recruitment processes and decisions • Ensure the team understand, are trained and can articulate the Employee Value Proposition to prospective employees
Systems improvement and process	<ul style="list-style-type: none"> • Review & improve of recruitment systems and processes to optimise effectiveness of function • Regularly seek feedback from Directors, recruiting managers and candidates with regards to experience and the recruitment function for the purpose of Quality Assurance and continuous improvement • Regularly review processes against current models to ensure effectiveness of function • Regularly assess performance of the team to ensure effectiveness • Ensure systems are used to capacity and increase efficiency • Reduce where possible the reliance on multiple systems • Ensure staff are using systems effectively • Work with the ED and other HR functional leaders to identify systems that attend to Berry Streets needs • Regularly benchmark and analyse Berry Street's recruitment and retention rates to address any areas of concern
Define and implement EVP to attract and retain quality hires	<ul style="list-style-type: none"> • Define & manage process to create an Employee Value Proposition across our core talent segments • With the ED, develop and implement a process to define Berry Street's EVP • Once defined embed into the recruitment function • Ensure hiring managers are also able to define Berry Street's EVP • Continually review to ensure it is meeting the goals defined • Define and enhance social media presence and ensure Berry Street are seen as a preferred employer • Work towards developing a graduate program in conjunction with tertiary institutions and key stakeholders

Define and embed workforce planning and Talent Management process	<ul style="list-style-type: none"> • Define workforce planning processes and partner with HR Business Partners to deliver across business • With the ED and relevant stakeholders develop a workforce planning process across segments of the business • Research best practice talent management processes and test for relevance to Berry Street • Partner with the business partners to review and implement in the business • Continually review to ensure it is meeting the goals as defined and organisational capability is met • Ensure Berry Street can effectively talent pool candidates and increase interest base
Administration	<ul style="list-style-type: none"> • Provide reports to the ED – People and Culture as required • Provide statistical data and reporting metrics on quality of recruitment as required • Keep accurate records as required, including case notes, meeting minutes/actions, supervision records
Program Development	<ul style="list-style-type: none"> • Keep abreast of latest trends and learnings in the talent management and recruitment space • Promote a culture of learning and interest in professional development within the team • Engage in external networking as required
Other	<ul style="list-style-type: none"> • Participate in learning and development activities • Other duties as reasonably requested from time to time

CONDITIONS OF EMPLOYMENT

1. This position may be required to work additional hours as necessary in accordance to terms and conditions of the contract of employment.
2. You will initially be employed at our Richmond Office. You may be required to work from other Berry Street sites (on a temporary or permanent basis) as directed from time to time.
3. Terms and conditions of employment are in accordance with the contract of employment. Salary packaging up to \$15,900 is available to Berry Street employees who meet the eligibility criteria outlined in our Salary Packaging Policy.
4. The remuneration for this position is negotiable, commensurate with experience. The value of the salary can be increased through salary packaging.
5. This position is inclusive of an annual motor vehicle allowance of \$10,500 (full time equivalent). This allowance is all inclusive for motor vehicle costs incurred during employment with Berry Street, which includes provision for comprehensive insurance and other running costs. Berry Street is unable to insure private vehicles owned by staff and will not accept any liability for damage to any staff vehicles incurred while being used for work-related purposes.
6. Superannuation will be paid according to Superannuation Guarantee into a compliant fund of your choice or into HESTA Superannuation Fund.
7. The successful applicant will be required to undergo satisfactory pre-employment checks, including 3 professional referees, a pre-employment health declaration, a criminal records check and proof of identify and qualifications.
8. The successful applicant will initially be employed for a probationary period of 5 months. During this period, either party can terminate employment with one week's notice. A probationary review before 5 months will be undertaken.
9. Under Victorian WorkCover legislation, it is the applicant's duty to advise Berry Street of any pre-existing medical condition, which could be aggravated by the type of employment for which they are applying. The existence of a medical condition will not preclude you from employment, unless you are unable to perform the inherent requirements of the position. However, failure to disclose any relevant injury or disease will jeopardise any entitlement you may otherwise have for a work-related aggravation of that non-disclosed pre-existing condition.
10. Berry Street has a smoke-free workplace policy.

INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
Work Environment	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
	Work in different geographic locations.	Regular
	Work office hours with the possibility of extended hours.	Regular
	Work in an open plan office.	Daily
	Work in buildings which may be two-storey.	Daily
	Sit at a computer or in meetings for extended periods.	Daily
	Work in an environment with competing demands.	Daily
	Present at court and other jurisdictions.	Occasional
People Contact	Liaise with government, non-government and community organisations.	Regular
	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	Occasional
	Interact with clients and members of the public who could display verbal or physically challenging behaviour.	Occasional
	Lead and manage a team and undertake training and professional development activities.	Daily
Administrative Tasks	Undertake administrative tasks which may include the following: computer work, filing, writing reports, case notes/plans and client records, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data.	Daily
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, and electronic whiteboards.	Daily
Transport	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Regular