

Senior Recruitment Partner

Position Description

Directorate:	Corporate Services
Reports to:	Manager, People and Culture Services
Direct reports:	Recruitment Partners
Location:	Flexible within any of the Society's main metropolitan or regional offices across NSW.
Primary position objective:	Partner with Hiring Managers across the Society to plan for and execute end to end hiring processes to meet the current and future needs of the Society. Provide advice on best fit talent attraction strategies to Managers and promote the Society's employment brand.

The St Vincent de Paul Society is an Equal Employment Opportunity Employer

Directorate overview

This position is in the Corporate Services directorate. The teams within the directorate and their functions are:

Strategy and Outcomes: this team is responsible for implementing a Society-wide planning, monitoring and reporting framework to support the achievement of the goals of the Strategic Plan; and leading the measurement of performance and outcomes of Society programs, services and functions.

Governance, Risk and Safeguarding: this team is responsible for supporting good governance practices throughout the Society; provision of State Council and Board secretariat services; leading the development of organisational policy; safeguarding functions; and enterprise risk management.

Legal: this team is responsible for delivering legal services, and privacy and complaints functions.

Policy and Advocacy: this team is responsible for developing informed public policy positions on issues relevant to the people we serve; directing relevant research; and developing and implementing related advocacy strategies.

People and Culture: this team is responsible for the Society's people related functions and strategy including people strategy; people policy; people systems; diversity and inclusion; organisational development; recruitment; people and culture services; employment relations and business partnering.

Information and Communication Technology: this team is responsible for state-wide ICT strategy; ICT project management; design and implementation of new ICT systems; ICT service desk, and cybersecurity.

Safety and Emergency Management: this team is responsible for state-wide work, health and safety strategy; work, health and safety audits; wellbeing; return to work and emergency management functions.

Accountabilities and responsibilities

The Senior Recruitment Partner will:

- Contribute to the successful implementation of the Strategic Plan with, and through, their team.
- Support the full recruiting lifecycle across a variety of open roles, coaching and supporting management to find, hire, and retain quality talent.
- Grow and foster relationships with a database of qualified active and passive talent to pull from as new positions open up.
- Effectively source candidates through sourcing channels and platforms such as job boards, social media, and through effective networking.
- Stay active with current with job boards, social networks, strategic and tactical sourcing methods and platforms to find talent, and plan, create, and release and implement talent strategies.
- Provide day to day direction and support to the Recruitment Partners to develop their skills and assist in delivering fast and effective outcomes.
- Ensure that staff complete relevant pre-engagement checks (National Criminal History check, and Working With Children Check, Entitlement to Work in Australia and Health Check).
- Ensure that onboarding and induction is undertaken in a way that immediately engages and supports new starters.
- Ensure that processes for internal recruitment are supported, continually improving and are seen to work well and fairly.
- Ensure that the Society effectively safeguards children. Ensure that staff and volunteers complete relevant pre-engagement checks (National Criminal History check, and where required Working With Children Check); act in accordance with the organisation's Code of Conduct and Member and Volunteer Charter; and comply with the organisation's Workplace Health and Safety program.
- Ensure a safe working environment for staff, members and volunteers by implementing the Society's workplace health and safety practices.
- Ensure that effective risk management protocols and procedures are in place to ensure compliance with legal, employment and governance requirements..

Critical Key Performance Indicators (KPIs)

- Define accountabilities, capabilities, requirements and performance measures for each role.
- Efficient and effective recruitment resulting in increased candidate engagement and reduced time to fill.
- Ensure high quality, diverse candidates are selected through the recruitment process.
- Ensure all new members, staff and volunteers are supported through the onboarding process.

Key working relationships

In addition to the Manager, People and Culture Services and their direct reports, the Senior Recruitment Partner will foster close working relationships with:

Internal

- People Strategy and Change team (Corporate Services);
- Aboriginal Engagement Partner (Corporate Services);
- ICT Help Desk;

- Hiring Managers across the Society.

External

- Recruitment Agencies;
- Employment applicants.

Essential criteria

Critical capabilities

There are nine capabilities expected of all employees across the Society:

- **'People we serve' centric:** (Level 2) Enable the delivery of high-quality services that provide a hand up for the people we serve.
- **Values based leadership:** (Level 2) Enable individuals and teams to be guided by the Society's mission, vision, values and lay Catholic heritage.
- **Impact focus:** (Level 2) Enable others to deliver positive impact through informed decision making and efficient and effective use of resources.
- **Collaboration:** (Level 3) Manage collaboration with Conferences, directorates and teams to create opportunities, solve challenges, foster the Society's mission and implement the Strategic Plan.
- **Change leadership:** (Level 2) Support others to engage with, and adapt to change.
- **Team performance:** (Level 2) Motivate and manage individual and team performance and develop their capabilities.
- **Digital engagement:** (Level 2) Enable and facilitate participation in virtual, dispersed teams using digital tools.
- **Innovation and improvement:** (Level 3) Facilitate an improvement in existing and new services, and ways of working..
- **Financial acumen:** (Level 2) Enable others to use the Society's resources responsibly and keep expenses within budget.

Role-specific criteria

- Relevant tertiary qualifications in Human Resources or demonstrated equivalent experience.
- Demonstrated skills, knowledge and experience in best practice recruitment, onboarding and offboarding processes, policies and practice.
- Excellent interpersonal and relationship management skills, with a proven ability to collaborate effectively with internal and external stakeholders.
- A high degree of computer literacy particularly in the use of Microsoft products and Recruitment systems and social media platforms.
- An understanding of current workforce issues facing the not for profit industry.
- Effective time management skills, attention to detail and ability to balance competing priorities.

Desirable criteria

- Experience working in a membership-based organisation to support and empower members and volunteers.