

Position Description

Talent Acquisition & Development Manager

Organisation Context

We are a leading community organisation, offering specialized supports to children and adults with Autism and those with intellectual disability and complex needs.

Through skilled assessment and early intervention, specialized therapy, innovative capacity building and sector leading accommodation, we walk with people through every step of their journey.

Our dedicated staff are highly trained allowing them to deliver all supports safely and to advocate for the disability community.

At Gateways we:

- Empower and support people to maximise their quality of life, potential and positive relationships.
- Build knowledge in communities to enrich their understanding and active embrace of people with disabilities.

Gateways is committed to providing quality, safety and wellbeing to every person who uses our services. Our recruitment policies and procedures are designed to promote the safety and protection of all people we support.

Core Values

The following organisational values apply equally to relationships with children / adults with a disability / additional needs, their families, staff, volunteers and other organisations and the broader community.

Commitment and Cooperation
Opportunity and Openness
Respect and Reliability
Excellence and Empathy

Role Purpose and Summary

The purpose of this role is to provide strategic and operational Recruitment and Talent Management through positive and effective leadership, and contribute to the design and implementation of all talent recruitment, digital HR operational systems and community engagement along with People and Performance strategies across Gateways Support Services.

Direct Reports

Three

Key Accountabilities

<p>Strategy</p>	<ul style="list-style-type: none"> • Provide regular updates to the Executive Manager – People & Performance on the Talent Acquisition/Recruitment Strategy, ensuring it: <ul style="list-style-type: none"> - Solves key business problems relating to attraction and retention; - Strengthens the position of Gateways in the employment market; - Allows for the efficient flow of candidates from application through to on-boarding; - Provides Management with efficiencies pertaining to recruitment and selection processes, through the enablement of a digital platform. • Implement a range of sourcing and attraction initiatives including the proactive identification and approach of potential candidates using a range of recruitment platforms – Seek / Linked In, and through community engagement opportunities. Continuously build networks into the target talent markets. • Create initiatives that support the active recruitment within our services across regional locations.
<p>Leadership</p>	<ul style="list-style-type: none"> • As a member of the People and Performance team, share collective responsibility for delivering organisational objectives, through active engagement and collaboration with employees at all levels in the organisation. • Be a role model for effective and positive leadership which is ethical, results driven and future oriented.
<p>Recruitment and Talent Guidance</p>	<ul style="list-style-type: none"> • Actively participate in workforce planning and succession planning. • Build and manage relationships with relevant internal and external stakeholders, continue to map the market and develop market intelligence to inform recruitment decisions. • Provide advice to management regarding screening and selection. • Develop resources and provide education to upskill managers in the area of recruitment and selection. • During times of bulk recruitment, assist with the scheduling of interviews and conducting candidate reference checks. • Participate in interviews when required, particularly for the purpose of building manager capability. • Review and maintain a range of recruitment resources and policies, particularly interview and selection policies and processes that align with the capability framework.
<p>Strategic Partnerships</p>	<ul style="list-style-type: none"> • Manage external recruitment related stakeholder relationships including agencies, industry bodies, universities, print and digital media suppliers and vendors. • Continue to explore new partnerships which add value for improving process efficiencies or creating content. This includes niche agencies, specialist job boards and additional social media platforms.
<p>Systems, Processes, Reporting</p>	<ul style="list-style-type: none"> • Build technological solutions within the HR systems to enable efficient engagement with candidates, including potential candidates, management, and the availability of data for HR metrics. • Review existing recruitment and selection processes to ensure ease of engagement and efficiency and inclusion of new systems. • Build new data management processes and provide associated reporting to enable the identification of areas for improvement. • Report on emerging trends in the employment market and target talent focus.

Key Selection Criteria

Qualifications	<ul style="list-style-type: none"> • Tertiary qualifications in Human Resources or an associated Business discipline
Functional Experience and expertise	<ul style="list-style-type: none"> • Demonstrated high degree of problem-solving capabilities, listening and communication skills, and relationship building skills • Experience in the development and implementation of new recruitment strategies for an organisation wide approach • A sound knowledge of the Not for Profit sector. • Demonstrated knowledge of project management frameworks and principles. • Understanding of change management principles • Demonstrated knowledge of recruitment and selection processes, particularly best practice. • Demonstrated knowledge and application of attraction strategies. • An understanding of key stakeholders within the recruitment industry.
Culture Fit and Impact	<ul style="list-style-type: none"> • High integrity approach, building respectful relationships and Gateways external reputation • Alignment with Gateways client centred philosophy • Motivation to provide service excellence in Human Resources • Champion a culture of continuous improvement • Confidence to accept responsibility and to act with authority within delegated responsibilities • Creative and innovative in problem solving and providing solutions • Positive and flexible approach to work in a changing environment • Excellent communication skills and ability and to professionally and discretely deal with a variety of people • Ability to build positive stakeholder relationships across the organisation and work effectively in team-based approaches.

Terms and Conditions of Employment

- Full time, ongoing
- Location: Based at 12-14 Thompson Road, North Geelong
- Salary: As per the Social, Community, Home Care and Disability Services Industry Award 2010. Social and Community Services Employee, Level 7
- In order for Gateways to fulfil funding and duty of care obligations, the position includes ongoing requirements that must be met by the employee by designated dates. These requirements include mandatory training, updating Working with Children Checks and providing a copy of your driver's licence. Failure to meet these requirements will result in disciplinary action.
- You must supply evidence of a current NDIS Screening Check (mandatory from 1st Feb 2021)