

Position Title:	Talent and Acquisition Manager
Reports to:	Operations Director, People & Culture
Department:	People & Culture
Directorate:	People & Culture
Cost centre:	R1952
Code & classification:	Administrative Officer Grade 6 (HS6)
Performance review:	Upon completion of probationary and qualifying period and annually or as requested
Employment conditions:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2016-2020

Goulburn Valley (GV) Health is a Regional Public Health Service in the Hume Region of Victoria, with campuses located at Shepparton, Tatura and Rushworth. The main campus in Shepparton is the major acute referral hospital for the sub-region. Additional sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services across the Goulburn Sub-Region within the Hume Region.

The *Goulburn Valley Health Strategic Plan 2019-23* provides the direction for GV Health with key elements summarised below.

OUR PURPOSE

Improving community wellbeing through high quality health services, outstanding care and learning.

OUR VALUES AND BEHAVIOURS

Our culture is made up of our CREATE values and behaviours, through which we commit to delivering ongoing quality healthcare for our community. Our CREATE values and behaviours are the foundations for our strategic pillars, and for achieving our goals.



Compassion

- We treat others with kindness and respect;
- Our deep connection to the community enhances our care for patients;
- We support the whole patient journey;
- We are understanding of each other.



Respect

- We respect the patient's voice and their choices;
- We celebrate diversity and are proud of multiculturalism;
- We respect differences of opinions;
- We respect the input of different disciplines and areas of expertise.



Excellence

- We are encouraged to grow professionally and personally;
- We are leaders in what we do;
- We invite feedback and are always striving to do better;
- We connect patients to further care and information.



Accountability

- We are responsible for our actions;
- We are courageous in our decision making and grow from our mistakes;
- We deliver what we promise;
- We don't compromise on our standards.



Teamwork

- We are a multi-skilled workforce and we pool our resources together;
- We mentor and support one another;
- We take a collaborative approach to care;
- We are approachable.



Ethical behaviour

- We hold ourselves to high standards;
- We rigorously uphold professional boundaries in our regional setting where patients may be friends or family too;
- We value and respect our patient's privacy and trust;
- We stand up against unsafe practice.

CREATE Outstanding

CREATE Outstanding encompasses foundation elements of the *Goulburn Valley Health Strategic Plan 2019-23* to link GV Health’s purpose, values and our Culture of Care with fundamental organisational systems and processes. GV Health is striving to achieve CREATE Outstanding in every interaction with the people services are provided for as well as how staff work with each other.

ROLE STATEMENT:

The Talent Acquisition Manager reports directly to the Operations Director within the People & Culture (P & C) directorate. The P & C team provides a range of strategic and operational human resources services and support to Goulburn Valley Health and its associates, including Yea and District Hospital and the Hume Rural Health Alliance. The P & C team consists of Health, Safety & Wellbeing, Injury Management, Employment Services, Employee Relations, Organisational Development and metrics/reporting.

The Talent Acquisition Manager is responsible for holding the talent acquisition (TA) function across GV Health, ensuring the provision of strategic and operational support to the directorates for TA activity. This includes project/campaign recruitment activity, end to end support for critical roles and/or hard to fill positions, such as speciality clinical areas, recruitment into positions created by redevelopments, new models of care and service growth. The incumbent will be required to collaborate with key People & Culture (P&C) functions and with stakeholders across the organisation, as well as role modelling leadership and developing others. This includes leading or supporting projects that relate to attraction and retention, through working collaboratively with Employment Services and Organisational Development.

KEY RESPONSIBILITIES, ACTIVITIES AND DUTIES:

OVERSIGHT and MANAGEMENT of the TALENT ACQUISITION FUNCTION

- Build the capacity and capability at GV Health to evolve to include a talent sourcing strategy, candidate care strategy, talent pools, partnering with leaders to develop recruitment strategies for hard to fill positions and project/campaign recruitment activity such as positions related to the redevelopment
- Monitor and have oversight on the flow of recruitment activities, including; on-boarding, contract creation and issuing, pre-employment checks, as it relates to positions and related strategies the T&A Manager is responsible for
- Develop and build on the overseas recruitment strategy for hard to fill and/or critical roles
- Manage and oversee the coordination of required Visa’s/ business sponsorship for international candidates for non-medical positions at GV Health. Work collaboratively and share resources with the Medical Workforce Unit in relation to medical candidates seeking sponsorship or visas.
- Together with the Employment Services Manager, drive process efficiencies to provide a seamless candidate and leader experience
- Ensure a suite of supporting documentation, such as candidate care letters and information pertaining to expectations on sponsorship and permanent residency, are available and updated according to relevant industrial instruments and legislation
- Review and refine processes and tools as required
- Develop and deliver appropriate communication/engagement plans to influence and facilitate understanding and implementation of T&A activities
- Ensure key compliance areas have relevant plans in place that are evaluation and monitored for risks
- Assist in embedding a workforce planning function into the organisation to ensure that current and future people needs are identified and aligned with operational requirements

RECRUITMENT and TALENT PIPELINE

- Develop and implement a talent sourcing strategy to attract talent to Goulburn Valley Health across multiple disciplines and locations in relation to project/campaign recruitment activity, end-end support for hard to fill and/or critical roles
- Develop a candidate care strategy that reflects the Goulburn Valley Health values
- Educate line managers in recruitment and selection practices in relation to hard to fill or project/campaign recruitment activity, such as the redevelopment related positions
- Assist line managers in developing a recruitment strategy for hard to fill positions or positions required due to the redevelopment, including the identification of suitable recruitment service providers and advertising mediums
- Review and refine processes and tools as required
- Manage and continue to grow a quality talent pool and candidate pipeline, building and executing an engagement plan with them.
- Promote the Goulburn Valley Health brand in the employment market
- Ensure checks and balances are in place to monitor outcomes, risks and ensure high quality service

STAKEHOLDER ENGAGEMENT and RELATIONSHIP MANAGEMENT

- Establish and maintain effective relationships with key stakeholders to develop effective solutions tightly aligned to key directorate(s) requirements.
- Work with key stakeholders to understand their individual recruitment needs and develop strategies with a proactive mindset
- Develop strong relationships within the People & Culture team and Medical Workforce Unit to provide a cohesive service offering
- Work closely with Organisational Development as the key partner in relation to Engagement, Employee Value Proposition, and culture
- Provide industry trend analysis to the People & Culture directorate
- Provide a high quality service to internal customers and consumers that reflects best practice and adds value to GV Health
- Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas

AGENCY & LOCUMS (excluding medical)

- Establish and maintain the framework to meet service demands in relation to agency locums at GV Health (excluding medical, which is managed by the Medical Workforce Unit) and in accordance with Health Purchasing Victoria (HPV) requirements.
- Design and oversee the approach and system used for engaging locums at GV Health, including service level agreements, managing the tendering process as the need arises, and ensuring that effective controls are in place in relation to usage.
- Report on usage of agency and trends to the Executive on an as required basis, including weekly DOS meetings and Executive meetings.

QUALITY, SAFETY, RISK and IMPROVEMENT

- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines
- Maintain a safe working environment for yourself, your colleagues and members of the public
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce
- Contribute to organisational quality and safety initiatives

- Complete the mandatory training requirements as defined by GV Health
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public
- Seek internal customer or consumer feedback and respond accordingly to identify areas of needs
- Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements.

OTHER REQUIREMENTS FOR NON CLINICAL EMPLOYEES:

- Develop and maintain collaborative relationships with all other teams and professionals
- Understand and act in accordance with the GV Health Code of Conduct, values and relevant policies, procedures and guidelines
- Where relevant collaborate with consumers and the community in the development, implementation and review of health service planning, policies and quality improvement activities
- Uphold and protect consumer rights and maintain strict confidentiality
- Demonstrate sensitivity, empathy and respect for the customs, values and beliefs of others at all times
- Assist with the supervision of students where appropriate
- Improve performance by seeking feedback, setting goals and participating in annual performance reviews
- Participate in committees and professional groups and disseminate relevant information to relevant employees
- Comply with the principles of Patient and Family Centred Care
- Promote GV Health as a quality regional health service provider.

KEY PERFORMANCE INDICATORS:

- Lead the ongoing development of the Talent and Acquisition function, including the T&A strategy, to ensure that the function supports the achievement of organisational objectives and GV Health’s strategic plan
- Ensure that all activities are developed and implemented with the most efficient use of available resources and in line with GV Health’s budget and related objectives
- Ensure the relevant application of effective T&A practices, such as leveraging appropriate branding, candidate attraction, screening and tracking, methodologies.
- Oversee the successful development, implementation and evaluation of critical projects to support T&A, including the recruitment strategy and identifying candidate pools for roles related to the redevelopment
- Assist in the development of the GV Health Employee Value Proposition
- Assist in embedding a workforce planning function into the organisation to ensure that current and future people needs are identified and aligned with operational requirements
- Fill rate of hard to fill positions and positions required due to redevelopments
- Attendance and active participation at meetings as required
- 100% compliance with training requirements as outlined in the GV Health Education Framework
- Active participation in the Performance and Development review process

Other Position Requirements

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required.

GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

KEY SELECTION CRITERIA:

Mandatory

- Commitment to leading consistent with GV Health’s behaviours and values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour.
- Qualifications in Human Resources or other related discipline
- Previous experience in setting up or extending Talent Acquisition services and in developing and executing a talent acquisition strategy, along with a proven track record as a senior P&C practitioner with subject matter expertise in talent acquisition and recruitment
- A high standard of verbal and written communication for a variety of audiences, including Executive
- Proven track record of establishing positive working relationships with key stakeholders and networks from diverse backgrounds
- Previous experience driving innovation and change to improve efficiencies and effectiveness. Able to engage and inspire people to generate novel solutions with measurable value for end users of the function
- Proven ability to work with and engage others to contribute to organisation strategies by focusing them on the most critical priorities, measuring progress, and ensuring accountability against those metrics
- Demonstrated ability to deliver high quality work to support organisational objectives, calmly and with sound judgement in a fast-paced, complex environment
- Satisfactory National History Criminal Check prior to commencement of employment
- Satisfactory Victorian ‘Employee’ Working with Children Check prior to commencement of employment
- Completion of a Commonwealth of Australia Statutory Declaration prior to commencement of employment

Desirable

- Proven experience working in a large complex organisation

Inherent Requirements

GV Health has a duty of care to all employees. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others.

The role may require the following tasks among other things:

CLERICAL / ADMINISTRATION ROLE
<ul style="list-style-type: none"> ▪ manual handling (pushing, pulling, lifting) ▪ sitting, standing, bending, reaching, holding, lifting ▪ computer work, data entry ▪ general clerical at varying levels , ▪ use of personal protective equipment ▪ handling general waste ▪ pushing and pulling trolleys / filing ▪ work at other locations may be required ▪ shift work in some roles ▪ driving motor vehicles ▪ dealing with anxious or upset consumers or members of the public



CREATE. Outstanding.

Reviewed by	Operations Director People & Culture
Issued	November 2019
Reviewed	November 2020

I acknowledge:

- That I will observe child safe principles and expectations for appropriate behaviour toward and in the company of children.
- That GV Health has a zero tolerances of child abuse and all allegations and safety concerns will be treated very seriously. For more information refer to GV Health’s Child Safety Standards procedure.
- That I have read and fully understand the Position Description and Inherent Physical Requirements of the position.
- I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- That GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

Accepted by: _____

____/____/____

(Print Name)