



Presbyterian Ladies' College

MELBOURNE

Position Description

Position:	Talent and Recruitment Advisor
Position Status:	Part-time (0.4 FTE)
Annual Leave:	Five weeks annual leave (pro-rata) to be taken during term break (this includes a mandatory shut down period over Christmas and New Year as well as College shut down days)
Reports to:	Director People & Culture

Presbyterian Ladies' College

Presbyterian Ladies' College Melbourne is a leading ELC - Year 12 Christian independent school for girls offering both the VCE and International Baccalaureate, with an outstanding academic tradition, an international focus and strong pastoral and co-curricular programs focusing on encouraging leadership, service and life-long personal development and learning.

PLC seeks to appoint staff with the highest professional skills who can actively support the Christian teachings and ethos of the College. All staff must commit to a culture that supports and embraces Child Safe Standards.

Position Overview

The Talent and Recruitment Advisor will report to the Director People, Culture & Strategy and is primarily responsible for sourcing, attracting and hiring top talent for Senior School, Junior School and the Early Learning Centre. It will work closely with hiring managers to screen, interview and appoint the right candidate for the role following a fair and consistent recruitment and selection process.

The Talent and Recruitment Advisor will also provide general HR administration, coordination and delivery of HR services to support the people, performance and culture at the College.

Position Purpose

The purpose of the Talent and Recruitment Advisor is to:

- Source, attract, select and hire top talent via a variety of sourcing techniques to fill existing vacancies
- Identify qualified candidates through talent pooling and pipelining to support workforce planning strategies and meet future needs of the College
- Help develop employer branding and communication that attracts potential candidates to PLC including PLC careers website, advertising materials and candidate packs

- Undertake routine HR administrative and service tasks to support all phases of the employee lifecycle

Key Responsibilities

- Work with hiring managers to clarify recruitment briefs, timelines, logistics and coordination details
- Coordinate high volume end-to-end recruitment transactions for PLC staff vacancies from recruitment requisition through to candidate appointment
- Meet with hiring managers to discuss and advise on candidates, and coach on contemporary recruitment and interview practices
- Generate employment contracts in compliance with College EBAs, Awards and NES standards and ensure contracts are created, issued and returned in a timely and efficient manner
- Coordinate the candidate onboarding process including pre-employment checks, ICT, compliance (ie VIT, WWCC) and payroll, to ensure a positive and timely onboarding experience
- Adopt a leading practice approach in all phases of recruitment, ensuring up to date, consistent and compliant information is used throughout the attraction and selection process e.g. job adverts, position descriptions, interviews and onboarding
- Respond to recruitment enquiries and provide accurate recruitment advice in order to support candidates and internal stakeholders
- Provide recruitment reporting updates, metrics, data and trend analysis to ensure relevant stakeholders make effective recruitment decisions and develop talent attraction and selection solutions, programs and policies
- Create a high-quality pipeline and tracking system to support workforce planning related projects
- Help develop and maintain employer branding and communication that attracts potential candidates to PLC including PLC careers website, print material and candidate packs
- Work seamlessly with the HR Services Partner to transition new starters and support workforce planning activity
- Monitor internal recruitment systems and databases and continuously improve recruitment procedure, process and work practice efficiency
- Articulate and live the PLC culture, model PLC values and required behaviour and hold others (employees and peers) accountable for their actions by identifying and acting on behaviour which is inconsistent with agreed standards
- Comply with all PLC systems that are in place to meet the health and safety obligations of the organisation, and work safely and avoid placing yourself or anyone else's health and safety at risk
- Comply with all PLC policies including Child Safety Standards, and adhere to procedures that are relevant to your activities
- Coordinate, analyse, prepare and submit data to meet annual reporting obligations e.g. VIT Census, WGEA Report
- Provide general HR administration, coordination and delivery of HR services, including but not limited to: administering employee correspondence (contract changes, position changes, leave requests), providing advice on general HR / employment matters, maintaining employee records and databases, report preparation and other ad hoc duties that support the people strategy and meet the needs of the College

Knowledge and General Skills

- High level of attention to detail and data accuracy
- Excellent organisation and time management skills and the ability to prioritise in a high-volume environment

- Exceptional verbal and written communication skills
- Highly adaptive to different situations and tasks on a day-to-day basis
- An autonomous but consultative, collaborative and service-oriented work style
- Excellent understanding of full-cycle recruitment processes (prepare, source, screen, select, hire, onboard)

Human Resource Capabilities and Professional Skills

- Business driven – understands organisational context and objectives
- Ethical and credible activist – handles confidential information
- Expert practitioner – makes decisions based on sound subject matter knowledge and professional judgement
- Stakeholder mentor and coach – builds and fosters relationships and partnerships with key stakeholders to ensure organisational capability

Qualifications, Experience and Attributes

- Relevant tertiary qualifications or current studies in a Human Resources related discipline
- Experience in full-cycle internal recruitment/talent acquisition
- Hands-on experience with applicant tracking systems
- Experience in an educational environment would be desirable
- Current or willingness to obtain Working with Children Check (Employee)
- Willingness to uphold and support ethos, culture, expectations and rules of the College
- Commitment to lifelong learning and professional development
- Demonstrated drive, positivity, enthusiasm, personal integrity and a strong work ethic

Key Relationships

- Senior School Educational Leadership Team
- Junior School Leadership Team
- Early Learning Centre Leadership Team
- Senior Managers and Heads
- People, Culture & Strategy Teams
- All teachers and staff

Direct Reports

- Nil

In attending to child safety all staff must:

- provide a safe and welcoming environment for all PLC students and any young people who visit PLC to engage in PLC approved activities
- promote the safety and wellbeing of children and young people to whom PLC provides services
- ensure that all interactions with students are positive and safe
- provide adequate care and supervision of all students, not only on the campus but whenever students are involved in PLC approved activities
- act as a positive role model at all times for students
- report any suspicions, concerns, allegations or disclosures of alleged abuse to a Child Safety Officer
- maintain valid VIT or WWCC (Employee) documentation

- report to the Principal any criminal charges or convictions received during the course of employment or volunteering that may indicate a possible risk to children and young people, including any such charges or convictions prior to employment

In attending to Occupational Health and Safety all staff must:

- participate in OHS related training
- adhere to Presbyterian Ladies' College's OHS policies and procedures
- comply with instructions given for the health and safety of themselves and of others, and adhere to safe work procedures
- actively participate in the development of risk assessment and / or job safety analysis, identifying, assessing and controlling hazards
- report all hazards, injuries, incidents and near misses via Wyse and to the OHS Manager
- assist with workplace inspections
- cooperate with management in its fulfilment of its OHS legislative objectives
- take reasonable care to ensure their own health and safety and that of others, and to abide by their duty of care provided for in the legislation

Child Safety Commitment

All students who attend Presbyterian Ladies' College Melbourne (PLC) have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at, or is engaged by, PLC in child-connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and / or linguistically diverse backgrounds, and those with a disability.

Staff Obligation to Child Safety

All staff at Presbyterian Ladies' College Melbourne (PLC) take an active role, and are well informed of their obligations in relation to Child Safety under Ministerial Order No. 870 *Child Safe Standards*. The PLC Child Safety Commitment is incorporated into the School's employment cycle from recruitment and reference checking, to induction and a commitment to regular Professional Learning. All staff at PLC are required to sign a statement that they have read, understood and agree to abide by the PLC Child Safety Policy and the PLC Child Safety Staff Code of Conduct.

Staff Obligation to Privacy

All PLC staff gain access to private and confidential information in the course of their duties. PLC Staff are expected to share this information in a professional context within the PLC community. Any confidential information may not be shared with any person beyond those expectations.

Mrs Cheryl Penberthy
Principal

March 2021

The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive