



TALENT ACQUISITION AND WORKFORCE PLANNING MANAGER

JOB & PERSON SPECIFICATION

JULY 2024

TITLE OF POSITION:	TALENT ACQUISITION & WORKFORCE PLANNING MANAGER
DIVISION:	People & Culture
SITE:	Head Office
REPORTS TO:	Executive Manager People and Culture

OVERVIEW OF ROLE

The Talent Acquisition and Workforce Planning Manager is responsible for leading and motivating the Recruitment Team, developing, and implementing a market leading attraction and recruitment strategy that delivers the right people to achieve strategic goals and objectives.

ABOUT RESTHAVEN

Resthaven was established in 1935 and is one of a select few providers to offer the full range of aged care services. Proudly South Australian, Resthaven is a financially independent, not-for-profit charity associated with the Uniting Church in Australia. Find meaningful connections and work with purpose as you are supported to develop in your role.

CORE RESPONSIBILITIES

Undertake duties in accordance with the philosophy, business practices and policies of Resthaven Incorporated, and perform the following duties:

Recruitment & Selection

- Deliver a market leading efficient and agile resourcing offering for Resthaven.
- Grow effective external talent pipelines for critical growth areas using the use of social media campaigns and talent search methods involving LinkedIn recruiter.
- Role model best practice recruitment ideals for the recruitment team and Resthaven leaders
- Understand recruitment drivers around data and metrics to drive successful outcomes across the business.
- Manage and oversee the recruitment process including Assessment Centres, utilising Screening, Interview and Selection tools and advertising strategies to leverage traditional and social media sourcing campaigns.
- Deliver strategies in consultation with Workforce Development and Public Relations to enhance the recruitment requirements and service expectations and build annual operational Recruitment plans for the organisation.
- Support recruitment change projects including the implementation of a new recruitment system.

Systems & Reporting

- Design and deliver regular reporting for Senior Leaders and the team for the purpose of workload management, budget management and service improvement.
- Provide statistical analysis on Recruitment trends and activity across the organisation.
- Continuously review and improve Recruitment systems and ensure effective usage of PeopleStreme and the new recruitment system.

Leadership

- Provide day to day guidance and leadership to the Recruitment team to ensure the effective coordination of recruitment activities across the organisation.
- Support, coach and develop a dynamic, dedicated team of Recruiters.
- Coach and guide leaders on effective Recruitment practice
- Proactively manage internal and external Stakeholder relationships.
- Build and deliver initiatives to build a positive brand for Resthaven as a “career destination”.

Others

- As directed by the Executive Manager People and Culture, commensurate with classification and training.

RESTHAVEN REQUIREMENTS

Staff must follow and apply the following:

Quality, Health, Safety, and Injury Management

- Maintaining a safe work environment in accordance with Resthaven Work Health and Safety Policies and Procedures, and actively participating in the rehabilitation and return to work of staff injured at work.
- Assisting in the ongoing maintenance of a safe workplace through involvement in the implementation of safe systems of work in accordance with Resthaven Work Health and Safety Policies and Procedures.
- Participating in mandatory Health and Safety training sessions.
- Identifying and reporting hazards in the workplace.
- Participating in Resthaven Quality Management System and commitment to processes of continuous improvement activities, including auditing, surveys and needs analysis.

Privacy and Confidentiality

- Adhering to Resthaven Privacy of Information Policy and Procedure at all times.
- Maintaining a duty of confidentiality to all residents, clients, volunteers, students, and staff.
- Ensuring that any confidential information that becomes known through the course of employment with Resthaven is kept confidential including information relating to Resthaven’s:
 - Business or operational interests
 - Methodology and affairs
 - Financial information
 - Anything else that is notified as being confidential.

SELECTION CRITERIA

Essential

- Demonstrated experience leading and developing a large Recruitment function in a complex environment.
- Contemporary knowledge and experience utilising various media platforms for Recruitment activities.
- Experience with developing and reporting on Recruitment metrics.
- Demonstrated experience in high volume end-to-end Recruitment.

- Superior interpersonal and communication skills including the ability to work in a consultative manner and build relationships at all levels in the organisation.
- Effective planning, organisation, and negotiation skills
- Ability to work in a confidential manner with minimal supervision.
- Knowledge of general Human Resources practices
- Effective computer skills including proficiency in the use of an e-recruitment system and the Microsoft Office suite of products including Word, Excel, and Outlook
- Current driver's licence to enable travel to all Resthaven facilities.

Desirable

- Tertiary qualification in a Human Resource related discipline
- Experience in an internal/external Recruitment role
- Experience in either Aged Care Industry or other Health related industry
- Knowledge of current Aged Care Standards.

Acknowledged:

.....
Employee

Date:



HOW TO APPLY

Applications including a cover letter and CV should be addressed to Justin Hinora. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8849.

Please Note

Your application will be automatically acknowledged by a return email.