

Position Description



holmesglen



Employment and Talent Acquisition Officer

Portfolio/Faculty	People, Global Relations and Industry Engagement
Department/Workgroup	People Experience
Position No.	XXXXX
Reports to:	Manager - Employment
Classification	PACCT Worker Level 5 (PW 5)
Direct reports:	N/A
Date:	February 2025

Portfolio/Faculty Overview

The People, Global Relations and Industry Engagement portfolio comprises of the Centre for Energy and Infrastructure, Global Relations and Commercial Partnerships, International Student Programs, Industry Engagement, and People Experience. The portfolio plays a key role in the Institute's operations working with stakeholders across the Institute and in the global and domestic vocational education sector.

Department/Workgroup

The People Experience department supports the Institute to achieve its strategic objectives by maximising the capacity and capability of our people. The department plays a vital role in identifying and overcoming relevant internal and external challenges to help build and maintain a sustainable, resilient and capable workforce. The team facilitates and supports all core areas of HR, including strategic planning, cultural advice and initiatives, capability enhancement, occupational health and safety, workforce planning, talent acquisition, recognition and engagement, performance management, and workforce relations.

We strive for professional excellence and integrity in the provision of contemporary human resource services to staff, the Institute in its entirety and the community we serve. Our team includes specialist practitioners in talent acquisition, Human Resource Management, capability enhancement, organizational development, diversity & equity, workplace relations, Health, Safety & Wellbeing, and employee entitlements and advice.

About the Role

The Employment and Talent Acquisition Officer plays a critical role in driving best-practice recruitment and workforce resourcing strategies at Holmesglen Institute. Acting as a subject matter expert, this role provides comprehensive guidance to hiring managers, ensuring effective, evidence-based hiring decisions through contemporary recruitment methodologies, targeted advertising campaigns, and robust assessment techniques.

This position delivers end-to-end recruitment services, advising managers on workforce mobility, sourcing high-quality candidates, and leveraging data-driven insights to enhance recruitment processes and efficiency. A key focus of the role is on stakeholder engagement—developing strong partnerships across the

Institute to align talent acquisition strategies with organisational goals, improve the candidate experience, and support long-term workforce planning.

Additionally, the role involves coaching managers and ensuring compliance with Holmesglen policies, legislative requirements, and sector-specific regulations. With a strong emphasis on continuous improvement, this position contributes to Holmesglen's commitment to excellence, innovation, and workforce agility.

Key Accountabilities

- 1 Act as a business partner and subject matter expert by providing guidance and direction to the business on best practice recruitment and workforce resourcing initiatives, including devising contemporary strategies for the delivery of targeted advertising campaigns, pre-screening techniques, assessment and interview methodologies to ensure hiring managers are equipped to make the right hiring decisions.
- 2 Deliver end to end resourcing and recruitment services across the Institute:
 - Undertake recruitment processes and activities to ensure the engagement of the best candidate for the role.
 - Provide advice and support to managers on recruitment and mobility options
- 3 Use reporting tools and indicators to identify insights, provide intelligence, and monitor, review and evaluate recruitment activities to provide evidence-based recommendations to improve processes and efficiency in the Holmesglen recruitment service.
- 4 Develop and maintain strong partnerships with managers and other key stakeholders to enhance Holmesglen employment and talent acquisition approach, ensuring alignment with organisational goals, fostering collaboration, improving candidate experience, and supporting long-term workforce planning and development.
- 5 Update and maintain records and databases to ensure that all information is accurately and correctly stored and accessible.
- 6 Provide coaching and advice within departments to build manager capability across the talent acquisition process.
- 7 Utilise advanced sourcing techniques (both active and passive) to attract high quality candidates, and work to develop deep talent pools and pipelines for critical roles, reducing time to fill and increasing quality of hire.
- 8 Comply with the requirements of Holmesglen policies, procedures and processes, applicable legislation and relevant regulatory and government authorities.
- 9 Support the Institute's Strategic Plan and Vision and work to ensure that all activities align to the Institute's commitment to quality.
- 10 Act in accordance with Holmesglen safety policies and procedures, including Child Safety Standards, to ensure that departmental work areas and operations comply with relevant Occupational Health and Safety legislation.

Key Selection Criteria

- 1 Expertise in Recruitment and Workforce Resourcing
Proven expertise in workforce resourcing, providing comprehensive advice on recruitment best practices, targeted advertising, pre-screening, and assessment methodologies. Extensive experience in end-to-end recruitment, guiding hiring managers on talent acquisition, workforce mobility, and securing high-quality candidates aligned with organisational needs.

2 Data-Driven Decision Making and Process Improvement

Strong analytical skills with the ability to utilise reporting tools, metrics, and indicators to monitor, evaluate, and enhance recruitment processes. Proven ability to provide evidence-based recommendations to improve efficiency and effectiveness in talent acquisition.

3 Stakeholder Engagement

Proven ability to develop and maintain strong partnerships with managers and key stakeholders, ensuring alignment between talent acquisition strategies and organisational goals. Demonstrated capacity to foster collaboration and contribute to long-term workforce planning.

4 Capability Building

Experience in providing coaching, training, and advice to hiring managers to build their capability across the talent acquisition process, ensuring they are equipped to make effective and inclusive hiring decisions.

5 Advanced Sourcing and Talent Pipeline Development

Experience in utilising innovative sourcing techniques, including both active and passive candidate engagement strategies, to attract top talent. Demonstrated experience in developing talent pools and pipelines for critical roles to enhance workforce agility and reduce time-to-fill.

6 Strong Organisational and Administrative Skills

Proven ability to manage multiple recruitment activities concurrently, prioritise work effectively, and meet tight deadlines. Strong attention to detail in maintaining accurate records and databases to ensure compliance and accessibility of recruitment information.

7 Technical Proficiency in HR and Recruitment Systems

Demonstrated proficiency in MS Office, internet-based applications, and database management software. Experience with e-recruitment platforms, online onboarding systems, and HR technology solutions is highly desirable.

Qualifications

Mandatory

- Relevant Degree in Human Resource Management or a related field.
- Lesser qualifications may be accepted subject to significant relevant work experience and/or specialist expertise.

Desirable

- Membership of the Australian Human Resources Institute or other relevant professional association would be well regarded.

Knowledge

- Knowledge of
 - best practice and contemporary human resource services and practices.
 - appropriate systems and technologies relevant to recruitment services and the human resources environment.
 - the application of relevant state and federal legislation in the employment of staff including Award and Enterprise Agreement terms and conditions.
- Confidentiality and privacy principles associated with the delivery of human resources and recruitment services.
- Knowledge of the Vocational and Higher Education sector would be an advantage.

Skills and Experience

- Strong experience in recruitment and selection practices, including e-recruitment and online onboarding systems.
- Broad HR expertise, particularly in recruitment operations and workforce planning.
- Experience in all methods of interviewing and experience conducting panel interviews using a merit-based approach.
- Proven ability to manage competing priorities with accuracy and attention to detail.
- Extensive experience engaging professionally with diverse stakeholders across multiple communication channels.
- Excellent verbal, written, and interpersonal communication skills.
- Strong organisational and administrative capabilities, including HR record management.
 - Ability to work independently and collaboratively in a team environment
- Strong analytical and problem-solving skills to interpret data and generate reports.
- Advanced proficiency in MS Office, HR databases, e-recruitment, and onboarding systems.

Other Relevant Information

- This position description describes in general terms the normal duties which this position is expected to undertake. Duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from people occupying positions classified at this level may be allocated.
- Employees attending certain workplace settings, including health and care facilities, may be required to meet mandatory vaccination obligations.
- Due to the nature of the position, there may be a requirement to accommodate flexible working hours and attendance requirements.
- The incumbent may be required to perform their duties at any campus or location controlled by Holmesglen Institute or elsewhere as directed.
- Holmesglen is a child safe organisation. This position requires a valid Victorian Employee Working with Children check and National Police Records check.
- Holmesglen cultivates a workforce that embraces and values student voice and partnership.

About Holmesglen – Who we are

Holmesglen is a leading Australian provider of vocational and higher education and one of the largest government-owned TAFEs in the state of Victoria. With 40 years' experience and more than 140,000 graduates, we are TAFE at its best by transforming lives, building workforce capability and enriching communities through education and training.

We are a leader in education, training and applied research, renowned for its innovation and its commitment to learner and industry success. We offer industry training, certificate, diploma, and degree programs across six locations and seven campuses.

Locations include Chadstone, Drummond Street, City, Moorabbin, North Melbourne, Glen Waverley and Eildon.

As a multi-award-winning institute, you can learn more and do more at Holmesglen. holmesglen.edu.au

**We uphold our
ASPIRE values**



AMBITION



SCHOLARSHIP



PASSION



INTEGRITY



RESPECT



EXCELLENCE

