POSITION DESCRIPTION – Talent Acquisition Business Partner	
Part 1 – Expectations for Your Role	
Position	Talent Acquisition Business Partner
Service / Program	People & Culture (P&C)
Industrial Instrument	Each Enterprise Agreement 2024
Instrument Classification	Grade 4
Reports to	Talent Acquisition and Early Careers Lead
Effective Date	August 2026

Key Deliverables

Strategic Talent Acquisition Partnering

- Partner with the business to understand hiring needs and develop tailored recruitment strategies.
- Provide coaching to hiring managers on interview techniques, assessment strategies, and effective decision-making.

End to end recruitment

- Deliver a fast-paced, high-quality recruitment process from job briefing to candidate acceptance.
- Create compelling job advertisements that reflect Each's tone, brand that target and attract the right talent.
- Ensure position descriptions align with the business needs and are accurately reflected in the job ad.
- Design and conduct online, group, video, and face-to-face assessments and interviews.
- Build and maintain a strong talent pipeline for current and future hiring needs.
- Enhance the candidate and hiring manager experience by improving the recruitment journey from initial contact through to offer acceptance.
- Maintain regular communication with candidates, providing timely updates and feedback.
- Collaborate closely with the P&C Operations and Student Officer to ensure smooth transition from offer to onboarding and compliance completion.

Contracts

- Ownership of employment contract creation and management across all hire types, including new starters and internal hires.
- Generate, review, and issue employment contracts, including contractual changes, in line with organisational policies and industrial instruments.
- Ensure accuracy of contract terms, conditions, and approvals prior to issue.
- Act as primary liaison with hiring managers to confirm employment conditions and contract requirements.
- Manage contract amendments, extensions, and internal movement documentation.
- Coordinate the transition from offer acceptance to onboarding by ensuring accurate employee setup and system administration within SmartRecruiters, validating successful employee profile creation in Dayforce via API integration, and assigning onboarding requirements and policies.
- Assist the P&C Operations & Student Officer with overflow of onboarding co-ordination tasks, during peak periods and/or during periods of team leave.

Stakeholder Collaboration & Relationship Management

- Build strong relationships with hiring managers, P&C, and senior leaders to drive recruitment initiatives.
- Leverage agency relationships strategically when needed.
- Act as a trusted advisor on talent acquisition best practices and market trends.
- Provide hiring managers with regular updates on recruitment progress and challenges.
- Collaborate with the Strategy, Growth and Engagement (SGE) team on employer branding and social media engagement.
- Assist PCBPs/Hiring Managers in developing Position Descriptions (PDs).
- Partner with PCBPs and managers to generate contract requests in the ATS (Smart Recruiter).

Data Insights, Compliance & Reporting

- Track and analyse key recruitment metrics (e.g., time-to-fill, source of hire, cost-per-hire, quality of hire) to improve processes.
- Provide hiring managers with actionable insights from recruitment data, obtained from multiple sources, including SmartRecruiters, relevant job boards and external talent trends.
- Prepare reports on hiring activity and pipelines as requested by the Talent Acquisition Team Lead.
- Ensure talent acquisition compliance with employment laws, regulations, and organisational policies.
- Ensure all compliance requirements are identified and communicated clearly during recruitment and offer stage and handed over effectively to onboarding for completion.

Diversity & Inclusion

- Champion inclusive recruitment practices to attract a diverse candidate pool.
- Collaborate with P&C to implement diversity-focused recruitment campaigns.

Experience & Knowledge

- Proven track record in end-to-end recruitment, including job ad creation, assessments, interviews, and background checks.
- Experience in talent acquisition or recruitment, ideally within a non for profit or health related field.
- Proven track record of sourcing and hiring for a wide range of roles (e.g., corporate, technical, leadership positions).
- In-depth knowledge of recruitment best practices, tools, and techniques.
- Proficiency in applicant tracking systems (ATS), HRIS, and other recruitment technologies.
- A data-driven mindset with the ability to analyse and use recruitment metrics to drive decisions and optimise hiring efficiencies.
- Understanding of diversity and inclusion-focused recruitment strategies and campaigns.

Skills

- **Strategic thinking & problem-solving –** Ability to develop tailored recruitment strategies and address hiring challenges.
- **Communication & relationship-building –** Strong interpersonal skills to engage with stakeholders and act as a trusted advisor.
- **Technical proficiency –** Skilled in using applicant tracking systems (ATS) platforms, managing compliance, and handling contract requests.
- **Organisation & multitasking –** Ability to manage multiple recruitment processes in a fast-paced environment.
- **Analytical skills –** Ability to track key hiring metrics and provide actionable insights.

- **Creativity & branding –** Craft compelling job advertisements and contribute to employer branding initiatives.
- **Diversity & inclusion advocacy –** Champion inclusive hiring practices and attract diverse talent.

Physical Requirements

- **Office Environment**: Ability to sit for extended periods and use office equipment.
- **Data Entry:** Capability to type and handle administrative tasks.
- **Office Mobility:** Ability to move around the office and attend meetings.
- **Light Lifting:** Ability to lift and carry up to 5 kg (e.g., laptops or office supplies).
- **Visual & Auditory:** Ability to read documents and communicate effectively in person and via phone/video.
- **Travel:** Ability to travel locally for recruitment activities and stakeholder meetings, including interviews.

Why we include physical requirements in our Position Descriptions

We list the physical requirements of a role to ensure transparency and to support equitable access to employment. This information helps candidates understand the nature of the role and identify any workplace adjustments or supports they may need to thrive in it. Our aim is to create an inclusive environment where everyone can perform their role safely and effectively, with the right accommodations in place.

If you have specific access needs or would benefit from adjustments to the recruitment process or the role itself, we warmly encourage you to let us know. We're committed to working with you to find solutions that support your success.

POSITION DESCRIPTION - Employee
Part 2 – Expectations for Our Team

At Each, we are committed to improving lives and strengthening communities through a range of health, disability, housing, counselling, and mental health services. With a dedicated team of over 1,500 employees and 250 volunteers, we aim to create a positive impact, empowering individuals to live healthier, happier lives.

Our vision is for everyone to live well, and we strive for a healthier, more equitable future through innovation, advocacy, and community engagement.

We care. We listen. We learn. We deliver. Altogether better care.

Expectation of Employees

Employees are expected to work collaboratively with team members and other Directorates, contributing to both individual and community outcomes. They must model Each's values, ensuring an inclusive, safe, and engaging culture.

Employee Responsibilities

- Ensure quality, safety, and risk management to protect staff, customers, and the community.
- Collaborate with team members and stakeholders to achieve positive outcomes.
- Create a safe, respectful environment that fosters growth, learning, and wellbeing.
- Track progress and outcomes to meet Each's goals and performance targets.
- Work within professional boundaries and program guidelines.
- Demonstrate leadership behaviours and serve as an ambassador of Each.

Quality

Employees must engage in continuous improvement, comply with legislation and accreditation standards, and maintain the necessary skills and knowledge for their role.

Safety & Wellbeing

All Each employees are responsible for their own health and safety, as well as that of others, in line with OH&S legislation and Each's policies.

Child Safe Commitment

Each is dedicated to creating a child-safe environment, with zero tolerance for child abuse. Everyone is responsible for protecting and reporting any suspected child abuse, ensuring the safety and well-being of children involved with Each.

Our Commitment to Inclusion at Each

At Each, inclusion is at the heart of how we work, connect and care. We are committed to creating a workplace and services that are safe, welcoming and responsive, where every person feels respected, valued and able to be themselves.

We celebrate and actively support diversity in all its forms, including Aboriginal and Torres Strait Islander peoples, LGBTIQA+ communities, people with disability, people from diverse cultural and faith backgrounds, people of all ages, and those with lived and living experience of our services.

All employees, volunteers and contractors at Each are expected to:

- Treat others with respect, curiosity and care
- Contribute to a workplace free from discrimination, bullying and harassment
- Engage in culturally safe and responsive ways
- Speak up and take action when behaviours do not align with our values
- Participate in learning to strengthen inclusion, equity and belonging

Key Selection Criteria

Skills & Behaviours

- Adhere to Each's Behavioural and Performance Standards.
- Strong communication and interpersonal skills for building relationships.
- Collaborative team player with a positive attitude.

Desirable Experience, Knowledge, and Qualifications

- Relevant tertiary qualifications.
- Proven collaborative teamwork skills.
- Understanding of the Not-For-Profit and Health sectors.

Mandatory Compliance

- Completion of a Criminal History Check and Employee Working with Children Check (or State equivalent) prior to commencement of employment and as required by legislation and policy during employment, as well as a duty to disclose relevant information that may arise after employment has commenced
- National Worker Screening Check (if required for the role).
- Entitlement to work in Australia
- Consent to Each sharing relevant personal information with the Victorian Department of Education under Early Childhood Workforce Register obligations (If required for the role).

Expected Behaviours for all Each Staff

- Act in accordance with Each's Code of Conduct & Each's Child Safe Code of Conduct, policies, and service principles.
- Respond to family violence risk in line with the MARAM Framework.(VIC Only)
- Promote a safety-first culture and adhere to health and safety policies.
- Ensure Each Great Care is put through its PACES (Person-Centered, Accessible, Connected, Effective and Safe).
- Support a zero-tolerance stance on abuse, neglect, and discrimination.
- Foster an inclusive, collaborative work environment, prioritizing customer needs.
- Contribute to teamwork, innovation, and continuous improvement.
- Engage in continuous learning and complete all mandatory training on time.