



Position Profile

Position:	Talent Acquisition Consultant – Education (12-month max term contract)
Team:	People, Culture & Safety
Org unit:	People, Culture and Safety
Industrial coverage:	Non-award
Classification:	TBC
Reporting Line:	People Services Team Leader/National Director, Education
Direct reports:	NA
Position number:	
ANZSCO code:	
Position Approved by:	Joint review by National Director, Education and Head of PCS
Date reviewed:	28 March 2024

Organisation purpose

A different brilliant® - understanding, engaging and celebrating the strengths, aspirations and interests of people on the autism spectrum.

Vision: The best opportunities for people on the autism spectrum.

Mission: We work with people of all ages on the autism spectrum, delivering evidence-informed solutions that are person-centred, family-focused, and customer-driven.

Values: We are passionate about people, about being positive, and about what's possible.

Team purpose

Working as part of an internal Talent Acquisition function, the Talent Acquisition Consultant will be responsible for end to end recruitment across the Education portfolio.

Position purpose

The purpose of this role is to source, manage and attract and build high-quality candidates across a range of roles within Aspect's Education business, including teachers, teacher's aides and coordinators. Central to the incumbent's success will be their ability to leverage their established education industry networks and communities to source both passive and active candidates and build talent pipelines. You'll ensure all candidates experience a premium experience through the hiring cycle, share data and insights with hiring managers on recruitment effectiveness and local market trends to inform their decisions

Key accountabilities

Recruitment Process & Talent Pool Management

- Lead the management of talent acquisition activity across the Education business, in collaboration with other members of the recruitment team and through consultation with key stakeholders. Build a talent pipeline across each of the key role categories required
- Actively pursue and convert passive candidates into pipeline talent and/or successful candidates
- Implement strategic, data informed recruitment strategies to source and attract candidates through a variety of channels; - social media, job boards, networks, referrals, web sourcing, talent community hubs, cold calling, search, third party recruiters, etc.
- Provide advice and training to Hiring teams on recruitment and selection processes and techniques.

- Partner with the Hiring teams to standardise recruiting and interview plans for each position, and provide support through the recruitment process as needed including long or short listing, interviewing and candidate management
- Undertake job briefs with Hiring teams and the PCS Business Partner ensuring a comprehensive understanding of the role, team/s and work environment. Monitor and ensure timely communication to candidates at each stage
- Support managers to achieve Aspect's strategic goal of increasing the number of staff who identify as being on the autism spectrum. Refer to Aspect guidelines and internal SMEs to support any accommodations required to ensure inclusive recruitment processes for a diverse talent pool with differing backgrounds and needs
- Comply with all policies and procedures of the recruitment process including SmartRecruiters management, timeliness and accuracy
- In collaboration with the People Services Team Leader establish KPI's to measure success. i.e. time to recruit, time to hire, sourcing effectiveness, including referrals, and internal mobility.

Stakeholder Relationships

- Partner, with Aspect hiring teams to fulfil the Talent Acquisition team's role as an internal service provider.
- Partner with the Education Marketing Business Partner and Social Content team to ensure Aspect Education brand and value proposition is evident and consistent through all recruitment activities.
- Provide regular updates, monthly KPI reporting and communicate to all key stakeholders regarding enhancements, areas for improvements and upcoming initiatives e.g. bi-annual marketing campaigns, career fair attendance and or external expos or the like.
- Develop and maintain a strong customer service ethos and demonstrate best practice candidate experience management
- Support the People Services Team Leader in building partnerships with external organisations e.g. universities, special education and teaching recruitment agencies etc.
- Provide expert advice and proactively share key insights into the employment market, movements and trends to demonstrate expertise within the function, ensuring the information provided is relevant to the stakeholder
- Actively seek improvement feedback and respond to any opportunities for improvement individually or via the Talent Acquisition team.

Support Talent Acquisition Projects

- Lead and focus on hard to fill positions in our regional Aspect Schools sourcing strategies, to attract high-quality teaching staff. Build a strong talent pool for hard to fill roles.
- Support, develop and implement recruitment mobilisation plans for new Schools, providing advice and guidance on go to market strategies, including workforce analysis, research, communications and reporting
- Support the People Services Team Leader in identifying opportunities for utilising broader sourcing channels and building partnerships to build talent pipelines
- Support, develop and implement targeted talent acquisition programs for e.g. engage and attract early career teachers. Build strong relationships and be a point of contact with relevant University Faculties, working with the Principals to gain commitment for student placements across the School system.
- Contribute to the continuous improvement of processes and activities, providing training and support on best Talent Acquisition practice to Hiring teams, to improve candidate experience from attraction to onboarding.

Safeguarding the people we support

Aspect is committed to providing an environment free from abuse, neglect and exploitation of the people we support. Staff are expected to:

- follow safeguarding guidelines as outlined in Aspect's Safeguarding the People We Support policy and Code of Conduct.
- complete mandatory Code of Conduct training and implement into day to day operations and practice.
- be vigilant and maintain a heightened sensitivity to recognising signs of abuse, neglect or exploitation and escalate/report those signs/concerns.
- escalate/report other staff practices which deviate from policy/procedure.

Work health and safety

All staff are required to:

- take reasonable care for their own health and safety.
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with legislative requirements.
- report unsafe conditions or practices, and make suggestions to their manager on improving work, health & safety at Aspect.
- participate in the staff consultation process about work health & safety matters.
- understand and adhere to Aspect's Code of Conduct.

Essential requirements

- Proven in-house or agency full-cycle recruitment process experience,
- Non-for Profit or Education sector experience is essential
- An awareness of the Independent Schools Multi-Enterprise Agreement (MEA) and NESA accreditation requirements for Teachers would be highly desirable
- Proficient in different ATS (ideally SmartRecruiters), search tools and Microsoft suite
- You will possess sound knowledge and understanding of contemporary recruitment practices and systems including interviewing techniques.
- Excellent relationship and stakeholder management skills
- Focused on continuous improvement to achieve step changes in practice and efficiency aligned to leading practice
- Strong networking and superior interpersonal and communication skills enabling you to communicate with stakeholders at all levels
- Must be able to be proactive and work with a sense of urgency and strong customer focus
- Excellent written and verbal communication skills – professional, courteous, articulate.
- Ability to handle sensitive and confidential information appropriately, integrity is key
- Strong initiative and solid judgement abilities/skills
- Highly motivated, conscientious individual, who has high attention to detail, is highly organised and strong on execution and delivery
- Must be able to manage change and competing demands, accept criticism and constructive feedback, while being adaptable and flexible
- Working with Children Check clearance (NSW)
- National Police Clearance

Functional Capacity requirements

The nature of the work in Aspect Education environments for your specific position, undertaking general administrative and non-Teaching activities will have indirect contact with students.	<i>Note: Frequency refers to an approximate percentage of time in a typical shift or period on duty</i> <i>Rarely: Up to 7%</i> <i>Occasionally: 8% to 33%</i> <i>Often: 34% to 66%</i> <i>Continuously: More than 66%</i>
Requirement	Frequency
Resilience to time pressure/workload	Rarely
Sitting	Continuously
Standing, Walking	Occasionally
Pulling, pushing, lifting <5kg, reaching, carrying	Rarely
Fine motor skills – keyboarding, writing	Continuously