



Job Description

Senior Talent Acquisition Advisor

As a Senior Talent Acquisition (TA) Advisor you are responsible for supporting Summerset with the strategic and operational planning and execution of all recruitment activity.

You support business leaders to attract, select and hire the best talent to meet current and future workforce needs.

The Senior TA Advisor is part of the Talent Acquisition team and provides centralised support and tailored solutions to suit the needs of the relevant business unit.

The Senior TA Advisor works in partnership with P&C Partnering and leaders to develop recruitment strategies to support Summerset's growth. The ultimate goal of this position is to provide Managers with high calibre professionals to achieve their resourcing requirements.



STRONG ENOUGH TO CARE



ONE TEAM



STRIVE TO BE THE BEST



BRINGING THE BEST OF LIFE

Business Unit	People & Culture
Department / Team	Talent Acquisition
Reporting Line	Talent Acquisition Manager
Contribution / Responsibilities	Recruitment • Manage BAU recruitment while partnering with business stakeholders to ensure successful outcomes. • Attract and engage high quality candidates, by understanding what drives and motivates candidates, and being able to position Summerset's EVP with candidates across varied business units and roles. • Head hunt passive candidates for non-talent pooled roles as required and pipeline candidates for small role groups. • Identify and hire the right talent to support the business strategy. • Coach hiring managers on interview techniques, psychometric assessments, and best practices to improve the candidate experience. Ensure hiring decisions align with diversity and inclusion principles. • Stay up to date with the latest market/industry information and best practice recruitment techniques, to ensure you are delivering a top class recruitment experience to both candidates and hiring managers. Develop Capability • Actively coach and up-skill TA Advisors and hiring managers in best practice talent acquisition, assessment, and selection techniques. • Participate in interviews when required, particularly for the purpose of building manager capability. • Provide people leaders with feedback on the recruitment strategy, reporting on attraction rates, channel and source performance, digital and social media reach, talent pool activities and hiring time statistics. • Role model and influence hiring managers on our diversity agenda. Candidate and Hiring Manager Experience • Ensure all candidates have a positive experience of Summerset as an organisation and prospective employer throughout the TA process. • Ensure all hiring managers have a positive experience of recruitment at Summerset throughout the TA process. • Deliver an engaging assessment and onboarding experience that is fit for purpose, with modern tools across all stages of the end-to-end recruitment process. • Continually evaluate candidate and hiring manager experience metrics to understand the opportunity to evolve the model. Build and Maintain Strong Relationships • Work with the P&C Partnering teams and leaders to proactively seek out ways to reduce early turnover through guarding the front gate, reviewing retention strategies, anticipating needs and partnering with the business to achieve strong outcomes. • Partner with the relevant leadership teams to develop excellent relationships and a sound understanding of the business. • Provide the leadership teams with real time advice based on your strong market insight. • Provide leadership teams with comprehensive reporting on the achievement of SLAs, recruitment metrics and internal and external recruitment trends and insights. • Partner with preferred external partners that further supplement the talent needs of the relevant portfolios. Attraction and Brand Awareness • Ensure that Summerset Employee Value Proposition is clearly communicated through our recruitment processes. • Advise on appropriate and effective advertising channels to support recruitment in consultation with hiring managers.

	- Review and make recommendations regarding any suggested changes to advertising copy and position descriptions to enable excellent candidate attraction. - Make recommendations regarding content on career websites and LinkedIn to ensure relevance and fit for purpose. Other - Work collaboratively with the team on large recruitment drives (e.g., for new villages openings or high-volume roles). - Provide cross-portfolio support to support colleagues with high workloads, high volume or time sensitive recruitment - Maintain compliance with AU and NZ immigration requirements for accreditation/ sponsorship and keeping up to date with legislation and regulatory changes related to recruitment. - Feed into the talent pools managed by identifying potential candidates in recruitment rounds who may not be immediately placed but are strong fits for future roles. - Collaborate with the wider P&C team to support key projects and initiatives aligned to our P&C Strategy - Support the development, measurement, and reporting of recruitment metrics to drive performance and leverage data to inform strategy - Use data, metrics and external market insights to drive and influence decisions within P&C and with senior managers - Ensure Summersets ATS and other databases are kept up to date and all process are in line with policy and Summerset Delegated Authority - Maintain a proactive and positive approach to the role and wider P&C strategy taking on new challenges and opportunities where capacity allows. - Identify and execute ideas for continuous improvement and innovation throughout the recruitment life-cycle. - Focus on continuous improvement of summersets systems and process proactively identifying pain points and proactively resolving issues. - Other duties, consistent with skills and experience, as required
People Leadership	Assist with coaching and developing other members of the TA team, supporting their ongoing development. Foster and develop an inclusive team culture that works effectively with other teams across P&C to support Summerset's goals.
Health & Safety	Be a proactive contributor to ensuring the health & safety of our people, our customers, our contractors and our residents. This includes conforming to Summerset's safety culture expectations of an environment of zero-harm and compliance with health and safety policies and procedures.
Qualifications and Experience	Skills & Experience - A minimum of 5 Years in Talent Acquisition/Recruitment: Significant experience in an internal Talent Acquisition role, managing recruitment for a range of functions, including high-volume recruitment. - Experience working directly with senior leaders, acting as a trusted advisor to help them meet their workforce planning needs and recruitment goals. - Demonstrated ability to build strong, collaborative relationships with internal and external stakeholders - Deep understanding of the full recruitment cycle, from sourcing and candidate engagement to interviewing, selection, and onboarding. - Expertise in leveraging multiple sourcing channels, including social media, professional networks, talent pools, and headhunting passive candidates for hard-to-fill roles. - Ability to align recruitment activities with broader workforce planning initiatives - Proven ability to coach and mentor junior members of the Talent Acquisition team, providing guidance on complex recruitment challenges and developing their skills. - Strong interpersonal and communication skills to build trust with stakeholders. Ability to provide consultative advice and influence decisions.

	• Ability to lead and drive recruitment-related initiatives and process improvements, ensuring the team adapts to changing needs and opportunities in the talent market. • Ability to identify inefficiencies in recruitment processes, propose improvements, and implement best practices to ensure a streamlined and effective recruitment workflow. • Proven experience in managing large-scale recruitment campaigns, including planning, coordination, and execution of assessment centres and bulk hiring drives. • Strong analytical skills to assess recruitment metrics (e.g., time-to-hire, candidate quality, and cost-per-hire), generate insights, and make informed decisions. • Expertise in driving diversity and inclusion within the recruitment process, ensuring that all recruitment activities align with organisational D&I goals. • Ability to coach hiring managers on inclusive hiring practices, including mitigating unconscious bias and promoting fair selection processes. • Advanced proficiency with Applicant Tracking Systems (ATS), HR Information Systems (HRIS), and recruitment software tools, ensuring effective management of candidate pipelines and recruitment data. • Skilled in using digital platforms, including LinkedIn, job boards, and other social media, to attract and engage with potential candidates. • Ability to pivot and adapt to changing business priorities and fluctuating hiring demands, especially during periods of high-volume recruitment or market changes. • Strong problem-solving skills to address challenges in sourcing, hiring, and meeting the talent needs of the business. Capabilities • Trusted Advisor • Business Acumen • Collaboration • Process Excellence • Employee Relations • Outside-in Perspective • Strategic Thinking • Resourcing • Talent Management
Relationships	• Senior Leadership Team • Hiring Managers • HR Team • Key external stakeholders

Values		
 STRONG ENOUGH TO CARE We treat our residents like family. We do what's right. We respect people as individuals.	 ONE TEAM We look out for each other. We take ownership and follow through. We share and listen to each other's ideas.	 STRIVE TO BE THE BEST We work hard. We like to win. We're always learning and improving.