

# POSITION DESCRIPTION



## Talent Partner



### RD DETAILS

<b>Position Title</b>	Talent Partner
<b>Classification</b>	HEW 7
<b>Position Number</b>	TBC
<b>School/Office</b>	Office for People
<b>Division</b>	Talent Acquisition

### POSITION PURPOSE

Own end-to-end recruitment for an allocated portfolio, using SmartRecruiters and LinkedIn Recruiter for proactive sourcing, running Recruitment Strategy Meetings, developing Scorecards, and managing the funnel in SmartRecruiters (ATS/CRM) to deliver faster, high-quality, inclusive hires with excellent candidate experience—reducing ad-spend through pipeline utilisation and supporting the Western 2030 strategy (Putting Our People First; Shift 1: Friction to Agility; Shift 3: Digital Adopters to Digital Leaders).

### KEY ACCOUNTABILITIES

- **Manage end-to-end recruitment** for a high-volume portfolio, ensuring all operational stages from sourcing to onboarding are executed efficiently and effectively in SmartRecruiters.
- **Execute proactive sourcing strategies** to generate a shortlist of 10–20 qualified candidate profiles per requisition using SmartRecruiters and LinkedIn Recruiter.
- **Own and run Recruitment Strategy Meetings (RSMs)** for allocated requisitions; create role-specific recruitment plans and objective scorecards.
- **Build, vet, and tag candidate talent pools** within SmartRecruiters to support current and future hiring needs and reduce reliance on advertising.
- **Utilise AI-powered tools** for automated screening and workflow efficiencies, contributing to a reduction in manual handling and time-to-fill.
- **Deliver a high-quality, hyper-personalised candidate experience** through excellent communication and engagement strategies.
- **Support hiring managers and stakeholders** with timely information, advice on best practices, and system navigation.
- **Champion Diversity, Equity, and Inclusion (DEI)** in all search processes, designing bias-aware scorecards and panels to align with the University's Indigenous employment and diversity objectives.

- **Uphold compliance** with the University’s Talent Acquisition Policy and Procedure and all Enterprise Agreements, ensuring rigorous adherence to requirements for identified positions and panel composition.

## QUALIFICATIONS, EXPERIENCE AND SKILLS

### Essential:

- Diploma or degree qualification in a related field; or equivalent experience in talent acquisition.
- Experience in end-to-end, high-volume recruitment coordination or management.
- Strong attention to detail and proven ability to manage competing priorities in a fast-paced environment.
- Excellent communication and stakeholder engagement skills.
- Proficiency in Microsoft Copilot, LinkedIn Talent Insights, LinkedIn Recruiter, and SmartRecruiters (ATS/CRM).

### Desirable:

- Experience in higher education or public sector recruitment.
- Familiarity with diversity and inclusion strategies in recruitment, particularly in relation to Indigenous employment.

## KEY RELATIONSHIPS

- **This position reports to:** Associate Director, Talent Acquisition
- **This position supervises:** None
- **Key internal relationships:**
  - Hiring Managers
  - Hiring Coordinators
  - HR Business Partners
  - Office for People Colleagues
- **Key external relationships:**
  - Candidates

## CHALLENGES

- Balancing a high volume of requisitions with the need to deliver quality outcomes and meet proactive sourcing targets.
- Adapting to and effectively utilising evolving recruitment technologies and automation to drive efficiency.
- Maintaining high levels of stakeholder satisfaction and candidate engagement across diverse portfolios.

## UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western’s policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by:  
Date: