

Position Description

Position title	Talent Acquisition Partner
Department / Division	Human Resources, People and Culture
Classification	Grade 5 Year 1 (AO51) – Grade 5 Year 5 (AO55)
Position reports to	Human Resources Services Team Leader
No. of direct & indirect reports	N/A
Location	The Royal Children's Hospital, Flemington Road, Parkville
Risk category	Category C - works in a non-clinical setting, non-patient facing setting and only attends clinical areas infrequently

The Royal Children's Hospital
<p>The Royal Children's Hospital's (RCH) vision is A world where all kids thrive.</p> <p>RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.</p> <p>RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria. Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.</p> <p>We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards https://www.rch.org.au/quality/child-safety/.</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.</p> <p>Further information on RCH is available at www.rch.org.au</p>

ROLE PURPOSE
<p>The Talent Acquisition Partner partners collaboratively with hiring managers across the Royal Children's Hospital (RCH) to support attraction, recruitment and selection strategies. This role provides high-quality, specialist advice to plan and execute attraction, recruitment and selection activities, particularly relating to hard to fill roles and bulk recruitment. The Talent Acquisition Partner will support the RCH through informed advice and strategies to improve recruitment outcomes, simplify processes and reduce the costs associated with recruitment.</p> <p>The Talent Acquisition Partner will enhance RCH capability and compliance through delivering improved guidance, support and training, whilst ensuring all employment practices comply with RCH policies, procedures, relevant enterprise agreements, and applicable legislation.</p>

KEY ACCOUNTABILITIES

Talent acquisition advice & support

- Provide advice, guidance and support to hiring managers and senior leaders in attraction and selection strategies to maximise recruitment outcomes
- Conduct training sessions (in person & online) with managers on how to use the Recruitment System as well as best recruitment practices
- Develop a suite of Recruitment tools and guides to assist with the selection, interview and offer stage
- Advise Hiring Managers on recruitment strategies, including candidate attraction, position descriptions, interview techniques, reference checks, and use of recruitment tools and resources
- Oversee the ongoing maintenance and accuracy of the HR/Recruitment system (SuccessFactors) as well as C-Gov credentialing platform
- Ensure employment practices comply with RCH policies, procedures, and relevant legislation
- Lead and manage large-scale recruitment campaigns, including the annual Graduate Nurse Programs
- Proactively drive continuous improvement initiatives to enhance recruitment processes and operational efficiency
- Build and maintain strong talent pipelines through targeted networking, talent pooling and marketing campaigns to aid with current and future recruitment needs
- Utilise talent platforms, such as Seek and LinkedIn, to identify, engage and attract qualified and experienced candidates aligning to the hiring needs
- Research and identify niche advertising platforms, for hard-to-fill roles, to maximise targeted audiences and campaign effectiveness
- Develop and execute branding strategies, including the creation of a compelling Employer Value Proposition (EVP) to attract and retain top talent
- Creating tailored advertising templates and support the development of compelling and creative job advertisements

Stakeholder Management

- Have a deep understanding of external relationships related to recruitment pathways for clinical and non-clinical roles
- Utilise well developed influencing skills to guide hiring managers to ensure compliance with policy, procedure, Enterprise Agreements and relevant legislation
- Liaise with RCH specialist areas that require regulatory governance and compliance to ensure RCH has effective and consistent compliance tracking and reporting eg. Working with Children Checks, Police Record Checks, NDIS, Visa requirements
- Analyse external provider services relating to employment services such as visa management, compliance checking and employment contracts and provide advice and recommendations to the HR Services Team leader
- Respond to allocated stakeholder enquiries in a timely manner, seeking advice and guidance from HR Partner regarding complex staff related queries and award interpretations

Talent Acquisition Reports, Payroll & Systems

- Develop and implement a suite of reports to provide insight into recruitment activities and efficiency
- Liaise with payroll, managers and employees to ensure timely processing and resolution of recruitment related matters
- Ensure that technologies (i.e. HR Intranet, SAP, MyDNA, Success Factors and RCH Intranet) and accompanying resources are fully utilised in the context of manager and employee education and consistency in recruitment practice
- Monitor and manage employee related reports and liaise with managers to ensure such activities as contract end dates, working with Children Checks etc. are in line with organisational requirements

Administration

- Identify, address and implement administrative efficiencies
- Maintain accurate and timely data entry and systems processing
- Participate in other Human Resources activities and projects from time to time
- Identify opportunities for improving HR processes and work with the HR team to implement these
- Act as HR Lead for project-based recruitment activities such as graduate recruitment programs and career expos
- Provide support to or conduct credentialing checks and maintenance
- Attend classification committee and any other committees as required for the relevant craft group. Prepare relevant papers for committee groups, where required

QUALIFICATIONS AND EXPERIENCE

Essential:

- Tertiary qualifications in a related field along and/or relevant industry experience
- Demonstrated experience as a Recruitment Specialist of greater than 4 years having performed employment services related activities
- Strong understanding of Australian employment laws and regulations relating to recruitment

Desirable:

- Demonstrated experience using Microsoft suite of programs, HRIS (HR Information Systems), SAP Payroll, SuccessFactors recruitment system (or similar e-recruit system)
- Health industry experience and/or understanding of Health industry awards and agreements

KEY SELECTION CRITERIA

- Proven experience in the provision of Recruitment related advice, guidance and support to managers and employees throughout an organisation
- Strong influencing skills with the ability to steer management decision making with regards to recruitment matters
- Demonstrated ability to interpret and apply relevant legislation, policies and procedures to the delivery of human resource services
- Excellent verbal and written communication, interpersonal and stakeholder management skills
- Demonstrated ability to respond flexibly to client needs with the ability to develop practical solutions to problems and provide advice in area of expertise
- Demonstrated ability to foresee the interrelated implications and consequences of actions, on other related processes, functions and teams
- Demonstrated experience in managing confidential and sensitive information
- Excellence in customer service with strong results orientation
- Ability to work independently as well as collaboratively as part of a team
- Strong attention to detail and ability to work to strict deadlines whilst managing conflicting priorities

OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children Check throughout their employment

- A current, full driver's licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTIQI community and people with disability.

Position description last updated

June 2025