

Role Description

POSITION TITLE:	Talent Acquisition Partner
TEAM LEADER:	Manager: Organisational Development
TEAM:	People and Development
CLASSIFICATION:	Education Officer
DATE:	March 2025

Organisational Tradition and Context

Diocese of Ballarat Catholic Education Limited (DOBCEL) is the governing authority for 57 DOBCEL Primary and Secondary schools and provides support to a further 6 Diocesan Secondary Colleges across Western Victoria from the Murray to the sea.

At the heart of Catholic Education in the Diocese of Ballarat our focus is on educating the whole person and the fullness of life for all. All positions at DOBCEL have the opportunity for a meaningful career, contributing positively to school communities and the lives of our future generations.

Catholic Education Ballarat is committed to the safety, wellbeing and protection of all children and young people in its care. DOBCEL is an equal opportunity employer. We value a diverse and inclusive workplace representative of the wider communities in which we operate.

Our Vision

As partners in Catholic education and open to God's presence, we pursue fullness of life for all.

Our Mission

We journey towards this vision through:

- Proclaiming and witnessing the Good News of Jesus Christ
- Ensuring quality learning that promotes excellence and fosters the authentic human development of all
- Living justly in the world, in relationship with each other and in harmony with God's creation
- Exploring, deepening and expressing our Catholic identity in diverse ways
- Enabling each one of us to reflect more fully in the image of God.

Role Purpose

The Talent Acquisition Partner works as part of the People and Development team and is responsible for attracting talented professionals to enable the delivery of DOBCEL's vision and priorities by identifying innovative ways to attract the right people to the right role at the right time and place.

The Talent Acquisition Partner will also be an integral part of the team implementing the PageUp Applicant Tracking software across DOBCEL.

The role builds strong relationships with stakeholders internally and externally, including with various leadership teams across schools, tertiary education providers, local and international agencies and our employee network.

Key Responsibilities

It is not the intention of this role description to limit the scope or accountabilities of the position but to highlight the most important aspects. The accountabilities described may be periodically altered in accordance with changing organisational needs.

The responsibilities of this role will include:

Recruitment -

- End-to-end recruitment in partnership with the hiring Team Leader/Directorate for all Catholic Education Ballarat (education office) positions and principalship roles for DOBCEL schools.
- Provide specialist advice and guidance for mission-critical and hard-to-fill roles in schools (other than principalship) aligned to the EVP and wider attraction strategy.
- In consultation with the Organisational Development Manager and the Employee Relations Manager offer training and coaching support to improve hiring manager capability and outcomes.
- Coordinate and manage overseas recruitment, including support for recruitment, visa application, onboarding, and related activities as agreed with DOBCEL schools.

Recruitment support and administration -

- In collaboration with the Organisational Development Advisor and wider implementation team, work closely with PageUp, internal teams and Diocesan schools to support the implementation of the PageUp Applicant Tracking software into schools and the CEB office, supporting such activities as end-user training, developing user guides, system configurations and assisting with trouble shooting/problem solving.
- Adapt existing recruitment activities to changing market conditions. Evaluate external labour market conditions, understand, and analyse internal data available (recruitment success, attrition, exit interviews, etc.) to proactively provide insights, regular metrics and recommendations to continuously improve and tailor our talent acquisition practices and recruitment strategies.
- Develop and maintain tools and frameworks to support efficiency and quality across DOBCEL's recruitment process. Such as, role description guides, advert templates, competency-based interview question banks, interview guides, advertising platform guidance and advice, while honouring the principal's delegated authority to recruit and appoint school staff.

Talent sourcing/attraction activities -

- Investigate, recommend, and coordinate opportunities for initiatives to build and maintain a talent pipeline or sourcing strategy, including but not limited to:
 - Build and foster relationships with tertiary education providers for a graduate pipeline, including visibility at careers expos, mutually beneficial partnerships/programs.
 - Work with Diocesan Secondary Schools to promote career pathways for secondary students, including support for career programs and presence at careers expos.
 - Provide support to the Learning Support Officer to Teacher Pathways Program
 - Provide support to the Early Career Teacher Program, ensuring a range of experiences across the Diocese in partnership with CEB team of subject matter experts.
- In collaboration with the Organisational Development Manager and the Employee Relations Manager, continue to develop our employer brand and promote Catholic Education in the Ballarat Diocese, including developing an employee value proposition (EVP) in partnership with the DOBCEL Marketing and Communications Team.

Skills and Capabilities

To be successful in this role, the employee needs to have the following skills and capabilities:

- Strong track record in delivering best practice recruitment (for a range of professional roles) while navigating policies, enterprise agreements and compliance standards.
- Proficiency in relevant HR disciplines, including end-to-end recruitment, project management, sourcing strategies, attraction campaigns, workforce planning and contract management operating within an enterprise agreement.
- Demonstrated strong analytical skills with the ability to generate insights from HR metrics to inform business decisions.
- Previous experience with or knowledge of the visa application process and relevant immigration laws and processes.
- Superior interpersonal and facilitation skills, able to build credible, trusting and respectful relationships with all levels of employees.
- Experience with an online applicant tracking system would be advantageous.

Essential Requirements

The following are requirements for this position:

- Demonstrated experience in a similar role encompassing both end-to-end recruitment and the development and implementation of attraction strategies.
- Degree in Human Resources or related discipline.
- A commitment to work within and align to the DOBCEL Vision and Mission.
- Must hold, or be prepared to undergo an employee Working with Children Check (if not VIT registered).
- Must hold, or be prepared to undergo Victorian or National Police Check.

Responsibilities of all Catholic Education Ballarat Employees

Safeguarding of Children and Young People

All DOBCEL employees must:

- Conduct themselves in accordance with the DOBCEL Safeguarding Children and Young People Code of Conduct and the CECV Commitment to Child Safety.
- Take all appropriate action to reasonably protect children and young people, including being aware of all mandatory reporting obligations.

Health and Safety

DOBCEL is committed to providing a work environment that is safe and free of risks to health.

To achieve this all employees must:

- Take reasonable care for their own health and safety and the safety of others.
- Provide all relevant information regarding any medical condition that may require Emergency Services to be called; or that could impact on their ability to perform their duties.
- Not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace.
- Report all hazards and incidents as required.

Partnering and Communication

All employees have a responsibility to demonstrate positive and effective communication.

To achieve this all employees must:

- Promote a culture of partnering and collaboration.
- Ensure appropriate and professional language is demonstrated in every interaction.
- Provide timely support to maintain teamwork.
- Maintain effective and professional relationships with all internal and external stakeholders.

Performance and Professional Development

All employees have a responsibility to undertake continuous professional development.

To achieve this all employees must:

- Participate in regular team meetings as required.
- Develop individual action and development plans, aligned to organisational and role priorities.
- Participate in performance review processes as required.
- Complete all mandatory training required as an employee of DOBCEL.
- Comply with all expected professional expectations and codes of conduct as outlined by DOBCEL or the relevant regulatory and professional body.
- Continuously update knowledge appropriate to the role.

Policy

- All employees are expected to comply with and demonstrate a positive commitment toward upholding all DOBCEL policies, procedures, and work instructions.