

Job Description

Talent Acquisition Specialist

Department	Governance and Performance
Reports to	Head of People and Culture
Direct Reports	Nil Direct Reports - works closely with interns and volunteers
Grade	Grade 6
Status	Term 24 month (full-time)
Location	Greenpeace's normal places of business and or employee's home (on request)

Role Purpose

The Talent Acquisition Specialist is crucial to the achievement of Greenpeace Australia Pacific (GPAP) strategic objectives. To meet the huge challenges faced by Greenpeace, we must recruit and develop exemplary people and ensure outstanding levels of performance.

The Talent Acquisition Specialist's primary focus is delivering best in class attraction, recruitment and onboarding initiatives. This includes sourcing candidates through various channels, planning interview and selection procedures and hosting or participating in career events. The role develops long-term recruiting strategies and nurtures trusting relationships with potential hires. The role creates strong talent pipelines to meet GPAP's current and future talent needs. It provides specialist input to the development and maintenance of the Employer Brand and Employee Value Proposition and of the Recruitment policy, recruitment and on-boarding systems and practices at GPAP. It may also support some learning and development initiatives; as well as coordinate efficient offboarding practices.

As a key member of the People and Culture Team this role will participate in strategies and initiatives to unite Greenpeace people around our Culture, clear goals, performance expectations and accountabilities.

Greenpeace Mindset

Greenpeace is an independent campaigning organisation, which uses peaceful, creative confrontation to expose global environmental problems, and develop solutions for a green and peaceful future. Our goal is to ensure the ability of the earth to nurture life in all its diversity. That means we want to protect biodiversity in all its forms; prevent pollution and abuse of the earth's ocean, land, air and fresh water; end all nuclear threats, and promote peace, global disarmament and non-violence.

Key metrics

- Talent acquisition strategy and policy
- Recruitment and selection
- On-boarding
- Learning and Development
- Mobility
- Off-boarding
- Administration
- Compliance with framework conditions & Workplace OHS

Role Responsibilities

Talent Acquisition strategy and policy

Key Metric	How Success is Measured
Optimised talent acquisition strategy, policy and processes	<ul style="list-style-type: none">• In consultation with the Head of People and Culture develop and recommend a talent acquisition strategy for approval by the Leadership team which supports achievement of organisational plans, priorities and the People & Culture strategy• Provide specialist input to the development and maintenance of the Employer Brand (aligned to the GPAP brand) and the Employee Value Proposition• Stay up-to-date with trends and innovations in talent attraction and selection and explore and test new methods of recruitment and selection to optimise quality of talent, time to recruit and candidate experience• Develop and maintain organisation recruitment policies (for approval in line with Board delegations) and practices that reflect our commitment to justice and belonging in that they are fair, equitable, legally compliant and fit for purpose• Create recruitment forecasts that reflect workforce development goals and the annual ODP / budget process

Recruitment and selection

Key Metric	How Success is Measured
<p>Effective recruitment processes that engage new talent</p>	<ul style="list-style-type: none"> • Coordinate end to end recruitment process and logistics for employees and volunteers • Coordinate with hiring managers to identify staffing needs • Support hiring managers determine selection criteria / key capabilities and develop selection mechanisms • Source potential candidates through advertising and online channels including LinkedIn Recruiter • Plan and conduct interview and selection procedures, including assessment tasks or activities, interviews and reference checking • Oversee the Applicant Tracking System (ATS) as an effective tool to manage candidate communication, track the selection process, generate talent metrics and proactively leverage the candidate database as a source potential candidates • Manage the job offer process including seeking Director approval and arranging employment contracts for signature by the approved delegate • Evaluate the grade of positions using the agreed process and criteria • Provide advice and training for recruitment managers and panel members on recruitment and selection practices including awareness of unconscious bias and how it can be mitigated • Collect, analyse and report on key talent acquisition metrics to monitor/improve the effectiveness and efficiency of our processes
<p>On-boarding</p>	
Key Metric	How Success is Measured
<p>Optimised the on-boarding processes to improve engagement and talent retention</p>	<ul style="list-style-type: none"> • Work with key stakeholders to continue to develop and refine an engaging on-boarding program and on-going reference material for both on-site and remote based roles • Coordinate and ensure alignment and timeliness in the delivery of organisation-level and functional/team onboarding modules to integrate new employees in the GPAP culture and fast-track role effectiveness • Provide support and guidance to Managers and new employees throughout the Probation period to balance employee experience and development with initial performance expectations and outcomes • Oversee the on-boarding experience for Interns and office-based Volunteers engaged at GPAP (that is delivered by immediate supervisors) • Leverage induction support and role specific up-skilling support provided by GPI Learning & Development / GP Academy

	<ul style="list-style-type: none"> Collect, analyse and report on new employee on-boarding experience and effectiveness (from Director, manager and employee perspectives) to monitor/improve the effectiveness and efficiency of our processes
Learning and Development	
Key Metric	How Success is Measured
Supported learning and development opportunities for GPAP staff	<ul style="list-style-type: none"> Support the design and/or delivery of core skills, knowledge and process-based training requirements to ensure that new employees and volunteers can work / contribute safely and effectively at GPAP Support staff and managers into define capability requirements to perform successfully in each role and provide access to information on development activities and opportunities to develop role defined these capabilities Provide support in the development, implementation and logistics for Learning and Development initiatives Recommend learning and development initiatives that promote organisation culture and drive performance in accordance with strategic objectives
Mobility	
Key Metric	How Success is Measured
Effectively managed the relocation and secondment of employees	<ul style="list-style-type: none"> Prepare documentation and coordinate with immigration authorities on visa applications and work permits to employees coming from overseas Coordinate relocation of staff in an efficient and timely manner Identify and support secondment opportunities, both internally and internationally.
Off-boarding	
Key Metric	How Success is Measured
Exits and off-boarding of staff and volunteers is effectively managed	<ul style="list-style-type: none"> Manage the processes and communications relating to employees and volunteers leaving / concluding engagements at GPAP including communications with the employee/volunteer, manager, IT, Finance/Payroll etc. Trigger and manage the 'role retro' process and support the Head of People & Culture to make recommendations to amend a role or to proceed with recruitment to replace the role in its current form

	<ul style="list-style-type: none"> Manage the exit survey and manager interview process and collate, analyse and report on this feedback to inform continuous improvement and management development
Administration	
Key Metric	How Success is Measured
Has effectively administered the employment cycle and coordinated all aspects of human resource services	<ul style="list-style-type: none"> Attend to documentation and communications relating to all stages of the employment cycle Process, monitor and update all contract and personnel information according to Greenpeace contract requirements and Australian legislation in order to ensure that all information pertaining to contracted staff is accurate and easily accessible. Properly maintain the organisation of all People and Culture documentation and ensure it is current and up to date
Compliance with framework conditions & Workplace OHS	
Key Metric	How Success is Measured
Has developed, promoted and complied with policies (in line with legal regulations)	<ul style="list-style-type: none"> Promote best practice HR management and provide guidance to staff, managers and volunteers on people development and legal compliance Ensure compliance to immigration and or visa requirements Abide by Greenpeace Australia Pacific Code of Conduct and employment policies Ensure all required HR related information is filed within individual personnel files for all GPAP staff as required by local regulations and Greenpeace policy and kept confidential.

Role Requirements

Knowledge

- Tertiary qualifications in Human Resources Management or a relevant field
- High level of knowledge and understanding of Australian Employment law as it pertains to recruitment and employment contracts
- Advanced knowledge and understanding of talent acquisition techniques and strategies
- Understanding of equity and inclusion principles and practices especially as they relate to the acquisition of talent from a diverse candidate population
- Understanding of the Australian (and ideally Pacific) recruitment market conditions and drivers
- Familiar with adult learning and development principles
- Familiar with immigration requirements relating to employment visas (desirable)

Skills

- Highly organised with excellent time management skills
- Advanced verbal/written communication and relationship building skills
- Copywriting skills with specific experience in drafting job advertisements
- Data gathering, management and analysis skills to inform effective decision making
- Proficiency in Microsoft Office, Google Docs, Applicant-tracking and HRMS/payroll systems
- Proficiency in using LinkedIn as a recruitment tool

Experience

- At least three (3) years' experience in a specialised talent acquisition role
- Experience working within a medium sized organisation
- Experience in coordinating learning and development initiatives
- Experience in volunteer management (desirable)

Employee Commitment	
Signature:	Date: