



## Human Resource Consultant – Talent Management

Position Number:	Pool 0525B	Portfolio:	Strategy & Performance
Classification:	Level 5	Reports to:	Team Leader, Attraction and Recruitment
Location:	Joondalup	Direct Reports:	NIL

### Description

The Talent Management Consultant focuses on a proactive and strategic approach to talent management, supporting activities to attract, recruit and retain top talent for current and future organisational needs. The role partners with business partners and people managers to align recruitment and retention strategies with business goals, ensuring integrated processes, and fostering a positive candidate and employee experience. This role also provides advice and guidance on recruitment best practice, compliance with policies, and leveraging innovative tools and strategies to enhance talent management efforts.

### Responsibilities

#### Operational Delivery Focus

- Develop and execute innovative talent engagement and sourcing strategies to attract and manage high-quality candidates.
- Identify and engage potential candidates using diverse methods, including LinkedIn, talent databases, networks, and talent pools.
- Develop and execute a schedule of departmental promotion activities, plan and evaluate participation in job fairs and recruitment events to enhance our employer brand and identify top talent.
- Provide advice to people managers, hiring managers and recruitment panels on strategies, planning, and compliance requirements.
- Oversee end-to-end recruitment processes, including scoping job requirements and refining Job Description Forms (JDFs), sourcing candidates, job advertising, application screening, interview coordination, and offer management.
- Support development and implementation of talent management projects and initiatives.
- Maintain appropriate, accurate and regularly updated records, and a contemporary understanding and functional knowledge of relevant technologies (including Agency Ticketing solution, Recruitment and Onboarding solution), and contribute to process improvement and system enhancements.
- Develop and manage a library of guidelines, tools and templates to support effective service support.
- Assist in development and delivery of training and staff awareness programs to enhance effective attraction, recruitment and retention initiatives.

#### Stakeholder and Relationship Management

- Collaborate with people managers to understand business requirements and provide recruitment and retention support and guidance.
- Build and maintain strong relationships with internal stakeholders, acting as a key contact for recruitment process and retention opportunities.
- Ensure a positive candidate and employee experience by maintaining communication, providing feedback, and promoting organisational values.
- Foster strong partnerships with HR leadership, business partners, and the broader HR team to align recruitment and retention activities with departmental priorities, drive efficiencies, and deliver a seamless customer service experience across HR functions.

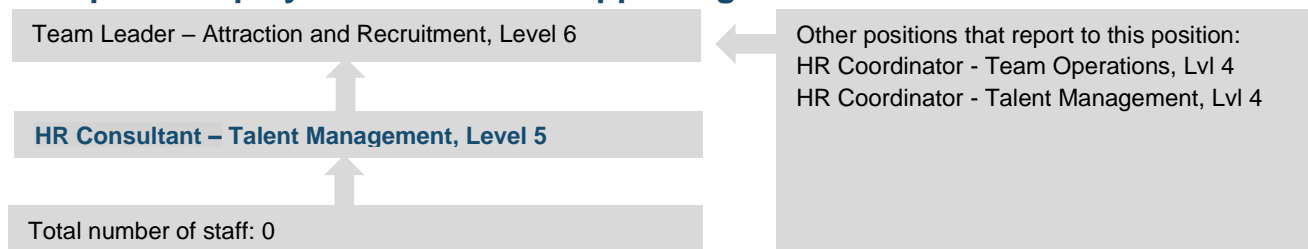
#### Strategic Contribution and Continuous Improvement

- Stay informed about industry trends, acquisition innovations, and workforce planning techniques.
- Contribute to, evaluate, and improve recruitment strategies and initiatives based on performance metrics and feedback.
- Support strategic recruitment and retention initiatives and align activities with organisational goals.



- Support development and implementation of innovative HR practices that align with departmental goals and improve operational efficiency and enhance customer experience.
- Demonstrate leadership behaviours and upholds our values in all actions.
- Additional duties as required within the skill and scope of position capabilities and departmental needs.

### This position plays a critical role supporting leaders to source and recruit talent



### Our people, our leaders, our values

At DWER, we see every employee as a leader. This belief drives our success. To support this, we have established clear [Leadership Expectations](#). For this role, you will be [Personal Leadership](#). Demonstrating the expected behaviours is crucial and aligned with the role's requirements.

Our culture is shaped by [values](#) created by our people. During the selection process, we will assess your ability to fulfil the role's responsibilities while upholding our values. We expect all employees to embody our values and showcase leadership in all aspects of their work.

We serve to make a difference | We build trust | We care | Open minds | Better Together

### Work Related Requirements

In the context of the role and responsibilities:

- You have demonstrated experience in talent acquisition and sourcing, including building and managing talent pipelines and have proficiency in leveraging sourcing tools, maintain industry memberships (ie AHRI / IPAA) and networks for talent engagement (you deliver on high leverage areas).
- You have a strong understanding of contemporary HR management, job classification and remuneration, recruitment and retention principles, ideally with strong knowledge of recruitment best practices, compliance requirements, and merit-based recruitment processes (you deliver on high leverage areas).
- You have a track record of providing practical, informed and well thought out options and recommendations, and have demonstrated excellent interpersonal and communications skills to influence stakeholders, engage candidates and employees, and build relationships (you think through complexity).
- You have strong organisation skills and attention to detail and demonstrated ability to prioritise work to meet changing demands and the needs of the team (you dynamically sense the environment).
- You build strong working relationships and adapt your communications style for different stakeholders and situations. Ideally you have familiarity with workforce planning principles and can align recruitment and retention strategies with client requirements and long-term organisational goals (you lead collectively).
- You demonstrate the ability to coach employees and managers in the application of workplace policies and legislation (you build capability).
- You demonstrate the highest standards of integrity, lead by example and understand the principles of good corporate governance, supporting leaders to get results by implementing targeted recruitment strategies (you embody the spirit of public service).

### Special Requirements

- The department will conduct a national police check before offering employment.
- You will have the ability to travel within the regional areas on an infrequent basis as required.