# **Executive Manager, Talent Acquisition**

General Management

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| The following information is for applicants | |
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| Advertised Job Title | Executive Manager – Talent Acquisition |
| Job Reference | 65074 |
| Tenure | 3 year specified term Full-time |
| Salary Range | An attractive salary package is negotiable |
| Location(s) | Brisbane QLD, Melbourne Vic, Canberra ACT, Sydney NSW |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian Citizens and permanent residents currently living in Australia * Australian Temporary residents who have full work-rights for the duration of this contract and are currently living in Australia. No visa sponsorship will be provided. |
| Position reports to the | General Manager - Talent |
| Client Focus – Internal | 40% |
| Client Focus – External | 60% |
| Number of Direct Reports | TBA |
| Enquire about this job | Chris Bordin via email at [Chris.Bordin@csiro.au](mailto:Chris.Bordin@csiro.au) |
| How to apply | External applicants should apply via the jobs.csiro.au  Internal applications should be lodged via Jobs Central.  If you experience difficulties in applying, please email [CareersOnline@csiro.au](mailto:CareersOnline@csiro.au) |

### Role Overview

This is an exciting new role in CSIRO to boost the profile of Talent Acquisition in CSIRO and further enable internal mobility. The role will also enhance CSIRO’s employer profile both domestically and internationally. As an experienced and dynamic Talent Acquisition leader the incumbent will drive the development, implementation and embedding of a high functioning and contemporary Talent Acquisition model to enable CSIRO to deliver on its mission to solve the greatest challenges whilst providing a platform to facilitate an optimal candidate and hiring manager experience.

A key part of this role will be inspiring and developing an existing team of approximately 20 skilled Talent Acquisition and Onboarding professionals in delivering a high performing, value add service to all internal and external stakeholders. Making effective use of the available resources and facilitating an environment within the team of collaboration and upskilling to manage peak demand will be essential.

Reporting to the General Manager Talent, the successful appointee will proactively drive and collaborate across the People function and within the Talent Team shape and implement the talent acquisition strategies.

The appointee will be a creative and strategic builder of talent, brand and people programs that address challenges that span business, culture and industry. They will be a natural relationship manager, leveraging their inherent skills and ability to work well within a diverse team, as well as talent acquisition in the global markets.

The role will interface with the CSIRO Leadership team and their respective Research Directors and Enterprise equivalents to understand their recruitment and acquisition opportunities to deliver a positive and seamless people experience that is front of mind. As the role will be accountable for all CSIRO recruitment, the incumbent will need to be across recruitment technologies, technical and functional capability including a deep knowledge of each business and their unique hiring challenges.

### Duties and Key Result Areas:

* Inspire, motivate, lead and develop a function of Talent Acquisition and Onboarding specialists to deliver an outstanding Hiring Manager and Candidate experience.
* Shape and influence the organisation on creative TA solutions both internally and externally.
* Lead major Talent Acquisition projects, initiatives and identify solutions to ensure delivery to plan, performance metrics and stakeholder expectations.
* Drive innovation in technology and process improvements in line with leading Talent Acquisition practices including the review and streamlining of policies and processes to create more efficient and effective TA strategies.
* Build a function culture of collaboration, teamwork, business partnership, and high-performance including multiskilling people within the function.
* Ensure effective performance of team members, within agreed guidelines, ensuring appropriate development plans are devised, performance measures set and mentoring/coaching is provided.
* Working closely with business leaders and the broader People function to develop an understanding of the business and its talent needs and apply that understanding in the planning and execution of the TA model.
* Proactively manage the collation of market and competitor information and communicate TA trends and market insights to stakeholders.
* Provide high-level strategic advice to the Executive, Directors and/or Research Directors concerning Business Unit and/or organisational issues, influencing organisational and/or Government decisions relevant to TA.
* Contribute to cross-functional teams, committees and collaborative relationships with industry and partners in the innovation system.
* Represent the People function and CSIRO at external and internal events, advocating CSIRO’s position with government bodies and securing network support for CSIRO’s preferred position.
* Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal goals.
* Other duties as directed.

### Required Competencies:

* **Teamwork and Collaboration:** Creates and fosters an environment in which there is a high level of cooperation within and between teams. Facilitates positive team relationships to build organisational interaction across CSIRO.
* **Influence and Communication:** Uses complex influencing strategies, for example, assembling strategic coalitions, building behind the scenes support and the tactical use of information to gain support.
* **Resource Management/Leadership:** Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency and understanding through integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
* **Judgement and Problem Solving:** Anticipates and manages problems in ambiguous situations. Develops and selects an appropriate course of action and provides for contingencies. Evaluates, interprets and integrates complex bodies of information and draws logical conclusions, synthesises proposals and defends options with reasoned arguments.
* **Independence:** Commits significant resources in the face of uncertainty and takes calculated risks to improve performance and achieve challenging goals. Uses personal energy to drive change strategies. Formulates and implements contingency plans to minimise the impact of potential risks. Accepts personal responsibility for the outcomes of decisions/risks taken.
* **Adaptability:**Is flexible in response to external change or when faced with external constraints. Identifies and promotes the opportunities arising as a result of change.

## Selection Criteria:

### Essential

*Under CSIRO policy only those who meet all selection criteria can be appointed.*

1. Tertiary qualificationsin HR or other relevant higher degree, and/or significant relevant experience at senior executive level in a complex or innovation organisation.
2. Demonstrated experience as an effective, consultative, constructive contributor at executive level.
3. Significant experience leading Talent Acquisition in a large scale, multi-disciplinary organisation (involving both volume and specialised roles).
4. Evidence of highly developed knowledge, skills and exposure to effective, modern and innovative Talent Acquisition methods.
5. Experience in developing an employment brand and employee value proposition.
6. A strong history of establishing and working effectively in teams and a record of leadership which encourages new ideas, builds trust and provides support for the development of emerging skills, including influencing staff in observing professional standards, acting as trusted advisers, fostering effective client relationships, and ensuring alignment between client needs and organisational objectives.
7. A significant record of innovation and creativity plus the ability and willingness to incorporate and/or promote the inclusion of novel ideas and approaches into Talent Acquisition related projects of all sizes and scale.
8. Willingness and ability to travel interstate and internationally as required (noting we work hard to accommodate personal arrangements).

As Australia’s innovation catalyst, CSIRO has strategic actions underpinned by behaviours aligned to excellent science, inclusion, trust and respect, health, safety and environment, and delivery on commitments. In your application and at interview, you will need to demonstrate alignment with these behaviours.

**Special Requirements**

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements.

* The successful candidate will be asked to obtain and provide evidence of a National Police Check or equivalent. Please note that people with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.

**About CSIRO:**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)!

We work flexibly at CSIRO, offering a range of options for how, when and where you work. Talk to us about how this role could be flexible for you.  Find out more [Balance](https://www.csiro.au/en/Careers/A-great-place-to-work/Work-life-balance)

We are committed to Child safety and the implementation of Child safe policy and guidelines