

# POSITION DESCRIPTION

## Talent Acquisition Manager

<b>Date:</b>	12 April 2024	<b>Line Manager:</b>	Head of People & Culture
<b>Title:</b>	Talent Acquisition Manager	<b>Direct Reports:</b>	Talent Acquisition Specialist
<b>Team:</b>	People & Culture	<b>Status of Position:</b>	Permanent Full Time
<b>Location:</b>	Melbourne/Brisbane/Sydney	<b>Date Reviewed:</b>	12 April 2024

## 1 Position Summary

Reporting to the Head of People & Culture, the Talent Acquisition Manager is responsible for the resourcing needs of Squadron Energy (SQE) and managing the end-to-end recruitment process. The primary goal is to source and attract top talent that aligns with SQE's purpose, vision, and values through innovative sourcing methods, understanding market trends and potential talent gaps, and implementing leading talent strategies.

This role may involve travel to other office locations and sites to engage and liaise with broader Squadron Energy (SQE) teams and relevant stakeholders.

### 1.1 Key Responsibilities

- Lead the ongoing development and execution of talent acquisition strategy, identifying key metrics for talent acquisition objectives across SQE including digital and social media value propositions.
- Partner with Managers on workforce planning to understand current and future resourcing needs.
- Build and maintain strong internal relationships with Hiring Managers to meet the overall People strategy and objectives.
- Act as primary recruitment contact for your client groups, sourcing suitable candidates for key positions both individually and through the team.
- Manage the recruitment process cycle, from approved vacancies through to selection and on-boarding, in the process providing strategic advice to Hiring Managers on appropriate sourcing and candidate attraction strategies.
- Set the standard for the team, ensuring exceptional candidate care, providing every internal and external applicant with a positive experience, regardless of outcome.
- Add value through innovative sourcing methods, understanding market trends, potential talent gaps and implementing leading practice talent strategies.
- Partner with and support the P&C team to leverage external education, industry & recruitment partnerships, including learning institutions, RTOs, and Universities to ensure a robust sourcing pipeline.
- Drive proactive sourcing practices that minimise advertising and agency spend and pitches the team as an internal talent agency.
- Manage the Recruitment Agency preferred service agreements.
- Identify and recommend continuous business process improvement within the talent function.
- Provide regular metrics and reports to the business and Talent Acquisition team.

- Lead the team to ensure high levels of team engagement providing learning, developing and stretch opportunities.
- Conduct ongoing assessments and reviews of their team and programs to ensure high quality and the achievement of designated outcomes.
- Manage the performance of the team by agreeing on accountabilities and standards of performance, monitoring and assessing performance, ensuring adequate training for team members, sharing knowledge, and providing regular feedback and opportunities for development.

## 1.2 General Responsibilities

<b>Health, safety, and environment</b>	Comply with all workplace health, safety and environmental obligations and report any incidents, hazards and accidents to the safety and environment team.
<b>Administration</b>	Ensure all documentation is stored and recorded on the Squadron Energy document management system.
<b>Reporting</b>	Ensure that issues and risks are escalated/reported to management in a timely manner.
<b>Financial</b>	Adhere to Squadron Energy and project procedures for purchasing and expenditure in compliance with approved budgets.
<b>Stakeholders</b>	Maintain a professional relationship with all project Stakeholders.
<b>Company</b>	Ensure that all work is carried out in accordance with Squadron Energy's employee policies and standards.

## 2 Skills and experience

### 2.1 Experience and knowledge

- 8 years minimum experience in HR/recruitment industry
- Working with an Automated Recruitment Software
- High level experience and strategic understanding of job boards, specifically LinkedIn

### 2.2 Skills

- Hiring in a fast-paced service industry as well as managing stakeholders up to executive level
- Solid understanding of all Human Resources functions
- Experience in participating in and contributing to HR projects
- High levels of resilience
- Ability to manage competing priorities to balance operational and strategic demands
- Results focused with solid commercial acumen
- Excellent written, verbal and non-verbal communication skills
- Strong networking capabilities

### 2.3 Qualifications / Tickets / Other

- Appropriate tertiary qualifications in HR, Psychology, and/or business-related disciplines

### 3 Core behavioural responsibilities for all employees

Our values drive everything we do and underpin the culture we seek to create. Integration of our ten core values into our employment practices and frameworks allows Squadron Energy to recognise and respect individual employees for their personal contributions to their roles, their colleagues, our company and stakeholders.

Humility	Courage and Determination	Empowerment	Enthusiasm
Family	Frugality	Generating Ideas	Integrity
Safety	Stretch Targets		

**Squadron Energy is an EEO employer and we value diversity within our company.**