

<b>Position Title</b>	Talent Management Officer
<b>Department</b>	People and Performance
<b>Unit</b>	Human Resources
<b>Team</b>	Talent Management
<b>Supervises</b>	Nil
<b>Reports To</b>	Team Leader Talent Management
<b>Grade</b>	F
<b>Date Prepared</b>	5/05/2025
<b>Date Last Updated</b>	5/05/2025

## Our Vision & Values: A leading organisation that collaborates & innovates



We are committed  
to **safety**



We work as  
one **team**



We act with  
**integrity**



We care about  
our **customers**



We **continuously**  
**improve**

## Primary purpose of position

The Talent Management Officer is responsible for overseeing the end-to-end attraction, selection, and recruitment processes to support the effective appointment of Council employees. The role ensures adherence to relevant policies and procedures while providing expert guidance to hiring managers and delivering a professional candidate experience.






## Accountabilities

- Collaborate closely with hiring managers and stakeholders across various Council directorates to understand workforce needs and deliver tailored recruitment solutions.
- Confidently manage and maintain recruitment workflows within the HRIS platform, ensuring accuracy, compliance and timely progression of all recruitment activities.
- Partner with the HR Business Partner team to provide a seamless and positive recruitment experience for hiring managers and stakeholders.
- Draft job advertisements that align with Council's employer brand and promote opportunities across relevant internal and external platforms.
- Coordinate and manage mandatory background checks, including Police Checks and Working with Children Checks (WWCC), in line with legislative and policy requirements.
- Organise and track pre-employment screening processes such as Reference Checks, Pre-Employment Medical assessments, Psychometric Testing and Qualification Verifications.
- Prepare accurate and timely letters of offer.
- Facilitate the onboarding process for new starters, ensuring a smooth transition into the organisation and a strong first impression of Council.
- Contribute to the planning and delivery of annual youth-focused programs such as the Work Experience Program, TAG (Trainee, Apprentice and Graduate) Program, and relevant grant-funded initiatives aimed at building local career pathways.
- Provide ongoing support and respond to queries relating to the contingent workforce through collaboration with the Managed Service Provider (MSP).
- Actively promote diversity, inclusion, and equal opportunity in all recruitment practices and interactions.
- Undertake additional duties as directed by the Team Leader Talent Management.

## Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

### Capability Profile – Technical/ Professional Specialist

Capability Group	Capability Name	Level
 <b>Personal Character</b>	Lead Self	Adept
	<b>Display Resilience</b>	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Adept
 <b>Relationships</b>	Communicate and Engage	Adept
	Customer and Community Focus	Adept
	<b>Work Collaboratively</b>	Advanced
	Influence and Negotiate	Intermediate
 <b>Results</b>	<b>Plan and Prioritise</b>	Adept
	Think and Solve Problems	Adept
	Innovate and Improve	Adept
	Deliver Results	Adept
 <b>Resources</b>	Finance	Intermediate
	Assets and Tools	Intermediate
	<b>Technology and Information</b>	Intermediate
	Procurement and Contracts	Intermediate
 <b>People Leadership</b>	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

## Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

## CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
<b>Personal Character</b>		
Display Resilience	Adept	<ul style="list-style-type: none"> <li>• Is flexible, showing initiative and responding quickly to change</li> <li>• Accepts changed priorities and decisions and works to make the most of them</li> <li>• Gives direct and honest feedback/ advice</li> <li>• Listens when challenged and seeks to understand criticisms before responding</li> <li>• Raises and works through challenging issues and seeks alternatives</li> <li>• Stays calm and acts constructively under pressure and in difficult situations</li> </ul>
<b>Relationships</b>		
Work Collaboratively	Advanced	<ul style="list-style-type: none"> <li>• Builds a culture of respect and understanding across the organisation</li> <li>• Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams</li> <li>• Builds co-operation and overcomes barriers to sharing across the organisation</li> <li>• Facilitates opportunities to develop joint solutions with stakeholders across the region and sector</li> <li>• Models inclusiveness and respect for diversity in people, experiences and backgrounds</li> </ul>
<b>Results</b>		
Plan and Prioritise	Adept	<ul style="list-style-type: none"> <li>• Consults on and delivers team/ unit goals and plans, with clear performance measures</li> <li>• Takes into account organisational objectives when setting and reviewing team priorities and projects</li> <li>• Scopes and manages projects effectively, including budgets, resources and timelines</li> <li>• Manages risks effectively, minimising the impacts of variances from project plans</li> </ul>

		<ul style="list-style-type: none"> <li>Monitors progress, makes adjustments, and evaluates outcomes to inform future planning</li> </ul>
<b>Resources</b>		
Technology and Information	Intermediate	<ul style="list-style-type: none"> <li>Shows confidence in using core office software and other computer applications</li> <li>Makes effective use of records, information and knowledge management systems</li> <li>Supports the introduction of new technologies to improve efficiency and effectiveness</li> </ul>

\* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

## Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

## Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

## Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

## Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

## Qualifications and Experience

### Essential Experience

- Demonstrated experience in end-to-end recruitment within a complex or multi-disciplinary organisation.
- Experience using HRIS platforms (e.g., SuccessFactors or similar systems) to manage recruitment processes.
- Strong stakeholder engagement skills with the ability to build and maintain effective working relationships across all levels.
- Experience delivering positive onboarding experiences that support employee engagement.
- Demonstrated commitment to diversity, inclusion, and equitable recruitment practices.
- Strong organisational and time management skills, with the ability to manage competing priorities.
- High level of written and verbal communication skills, including professional correspondence and reporting.

**Desirable Qualifications and or Experience**

- Accreditation - SHL psychometric testing
- Accreditation - Targeted Selection Interviewing
- Attainment of qualifications in HR/IR/ER or equivalent experience

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>