

position description

People and Culture

Business Partner - Recruitment

position details

Position Title	People and Culture Business Partner - Recruitment
Department	People and Culture
Reports To	Chief People Officer
Industrial Instrument	Educational Services (Schools) General Staff Award 2020
Classification	Level 6.2
Leave Profile	Standard

school

Throughout a student's time at Ballarat Clarendon College our focus is to maximise their competence, skills and capacity so that, at the end of their time at the school, when they stand on the threshold of their future, they can choose their *heart's desire*.

The school is based in Ballarat, a regional city in the heart of Victoria, just over an hour's drive from Melbourne. Across three campuses students attend the school from 3-year-old Early Learning to Year 12. Ballarat Clarendon College is an equal opportunity employer.

Boarding is an important part of the school's history and current offering. The boys and girls boarding houses provide an opportunity for up to 150 students (75 in each house) to access a Ballarat Clarendon College education that would otherwise not be possible.

position overview

Reporting to the Chief People Officer and working in partnership with key stakeholders, the People and Culture Business Partner – Recruitment (PCBP-R) will be responsible for coordination of recruitment functions, including supporting talent acquisition activities, advertising vacancies and notification of recruitment outcomes. This role is responsible for the life cycle for international, domestic, and volunteer recruitment and will manage a recruitment case load, which includes provision of care to candidates, seeking information from nominated referees, and dealing with external providers.

key duties and responsibilities

The duties and responsibilities of this role are to:

- Perform end-to-end recruitment activities for three cohorts, including international, domestic and volunteers.
- Work in partnership with key stakeholders regarding recruitment planning and prioritisation.
- Provide advice and support to stakeholders on best practice advertising, selection and recruitment processes, ensuring compliance with employment legislation and policy.
- Utilise a variety of strategic talent acquisition and recruitment strategies to source suitable candidates.
- Implement effective sourcing recruitment strategies, by advertising on a range of specialist advertising platforms.
- Coordinate interviews, shortlist and prepare interview materials. Undertake screening of new recruits including seeking referee reports and comments.
- Generate employment contracts in accordance with multiple legislative and policy instruments and employment conditions.
- Develop and update position descriptions.
- Respond to a high volume of telephone and email inquiries.

- Support onboarding and offboarding processes, including maintaining key employment records.
- Generate and analyse recruitment data to help inform practice and continuous improvement
- Work collaboratively across the People and Culture department to implement critical people and culture projects, activities, and strategic initiatives.
- Develop and maintain knowledge with immigration processes.
- Attend and participate in job fairs, community activities, and other public recruitment-related events.
- Support the coordination staff events under direction of the Chief People Officer.
- Undertake annual compliance audits, including VIT registration and WWCC.
- Perform other duties as requested from time to time by the Chief People Officer.

key stakeholders

This position is required to effectively manage stakeholder relationships with:

Internal

- Heads of Schools
- Colleagues

External

- Recruitment agencies

selection criteria

KS1 Child Safety

- Demonstrated knowledge understanding and adherence to child safe requirements mandated by legislation.
- Commitment to providing a child safe environment and child safe conduct in all aspects of employment at the school.

KS2 Qualifications and professional standing

- Relevant qualifications or experience working in a complex human resources environment, including end-to-end recruitment coordination.

KS3 Knowledge and experience

- Ability to interpret and apply employment legislation and employment and people and culture policy.
- Relevant and current experience in a large-scale and diverse organisation or an education setting providing business critical recruitment services using a variety of recruitment management systems and strategies.
- Experience in working within HR information and records management systems.

KS4 Personal attributes, organisational and cultural fit

- Demonstrated capacity to manage competing priorities and stakeholder expectations in a high-volume business critical environment.
- Analytical and diagnostic skills with the ability to work with data bases to make data informed decisions.

KS5 Communication

- Demonstrated high level stakeholder and customer service focus including timely and accurate service provision.

general responsibilities

All staff have a requirement to:

- Foster and maintain effective working relationships to maximise successful outcome for the school.
- Comply with and complete all duties as required.
- Maintain and promote principles of occupational health and safety within the workplace, including taking appropriate action in relation to identified hazards and risks to ensure the safety of self and others at all times.
- Maintain and promote the principles of Child Safe Standards and requirements of Ministerial Order 1359.
- Perform duties in accordance with the school's Critical Incident Management Plan.

Workplace harassment and bullying

Each employee has the right to a work environment free from any form of workplace harassment and bullying. From an employee's orientation and throughout their employment, each employee is obliged to apply Clarendon procedures and participate in appropriate education and training to contribute to a safe workplace.

