

# WHITEHORSE CITY COUNCIL

## Position description

<b>Job title:</b> Talent and Inclusion Specialist	
<b>Classification:</b> Band 8	<b>Effective Date:</b> July 2025
<b>Reports to:</b> Coordinator OD & Culture	<b>Tenure:</b> Ongoing

### About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



### CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration	Respect	Excellence	Accountability	Trust
We work flexibly together to achieve outcomes and solve problems.	We actively listen, value diversity and care.	We adapt, respond, learn and grow.	We take responsibility and follow through on our promises.	We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

## Goal Statement

This position leads the development, implementation and ongoing continuous improvement of contemporary recruitment and selection best practice including; talent acquisition policy, strategies and methods, to ensure a pipeline of talent is available to meet the organisation's current and future resourcing needs.

The position builds capability across People and Culture and People Leaders in effective and efficient delivery of full-life cycle recruitment and selection services enabling hiring managers to achieve strategic goals and objectives.

The role will also enable WCC's Diversity and Inclusion priorities through the development and delivery of Whitehorse's Gender Equality Action Plan, associated responsibilities under the *Victorian Gender Equality Act 2020*, talent acquisition practices and community employment outcomes.

## Key Responsibilities

### *Position Specific Responsibilities*

#### **Policy and practice**

Review and develop Council's talent acquisition and recruitment policy, practice, tools and resources to reflect best practice and Council's purpose and strategic direction, ensuring alignment with the Collective Agreement and legislation.

Lead the implementation of Council's strategy and action plan for Contingent Workforce aligned to Council's Workforce Plan and Transformation program requirements. This will include ongoing oversight of Council's Contingent Worker panel in accordance with any contract management and reporting standards and any established casual employee talent pools.

Design and implement a centralised and innovative employment brand (EVP), candidate attraction and recruitment marketing that ensures alignment with Diversity and Inclusion outcomes and Workforce Plan requirements.

#### **Candidate attraction and assessment**

Review and evolve candidate attraction and engagement frameworks to incorporate contemporary approaches and best practices.

Develop talent pipeline strategies and practices to identify high-quality and diverse talent and ensure talent acquisition requirements are met, notwithstanding periods of a talent short market.

Develop and embed method and practice to attract and source candidates through a variety of channels, including research and candidate mapping, online job boards, LinkedIn, social media sourcing and campaigns, referrals and targeted partnerships (e.g. community organisations, professional associations, universities).

Design and lead approach for Council's Casual Pool, including maintaining a talent pool of required skill and talent that is supported through communications and engagement.

Lead the development and review of Council practice and training for candidate assessment (i.e. screening, interview, reference checks, technical exercises and other assessments), ensuring compliance with legislative requirements and alignment to applicable Council strategies and action plans (e.g. Workforce Plan, GEAP, Child Safe). This includes for application on candidate assessment panels.

### **Gender Equality Action Plan**

Develop Council's Gender Equality Action Plan (GEAP) and coordinate implementation of all strategies and actions endorsed within the strategy.

Support Council departments to undertake Gender Impact Assessments (GIAs) for new and updated policies, procedures, programs, services and plans that directly and significantly impact the Whitehorse community.

Regulate and maintain currency of the organisations Gender Impact Assessment (GIA) register and oversee the organisations GIA compliance in line with Councils obligations under the *Gender Equality Act (2020)*.

### **Engagement and Partnerships**

Coordinate working groups that support and promote gender equality, diversity and inclusion across Council, resulting in meaningful change in the workplace through embedding innovative and inclusive practices.

Coordinate Council's Diversity and Inclusion (D&I) Days of Significance program of work for the workforce as represented in the Gender Equality Action Plan.

Establish and maintain recruitment channel partnerships with outsourced service providers relevant to talent acquisition initiatives, establish service level agreements, key performance indicators and monitor performance levels, metrics and customer satisfaction levels.

Review and build sustainable Community Employment partnerships to engage job seekers from the municipality at risk of or experiencing long term unemployment with a focus on employment pathways.

### **Capability Development**

In conjunction with Council's Learning and Development Specialist, identify, source and implement a suite of Gender Equality, Diversity and Inclusion training to support the implementation of the Gender Equality Action Plan including, but not limited to:

- Compliance training, e.g. Sexual Harassment, Equal Employment Opportunity
- Foundation training, e.g. D&I Foundations
- Awareness-raising training, e.g. Unconscious Bias, Bystanders
- Specialist training, e.g. Gender Impact Assessments

Build capability of the Strategic People Partners to perform strategic sourcing and research activities, such as targeted sector and candidate mapping to identify talent for senior and executive roles.

Build capability of the People Support Centre team to provide efficient and effective talent acquisition services in line with organisational strategic direction, goals and objectives.

Provide high level guidance and expertise to Strategic People Partners and People Leaders regarding recruitment and assessment decisions and workforce planning.

### **Metrics and Reporting**

Prepare systems and data collection methods to enable measurement and reporting of Workplace Gender Equality Indicators and broader diversity and inclusion.

Establish and monitor appropriate record-keeping method to ensure that all GIAs are recorded centrally in preparation for the required quarterly progress reports.

Prepare internal and external progress reports for GEAP activities.

Establish KPI's and build reporting suite to evaluate, monitor and analyse the impact and success of talent acquisition practice and programs and adjust strategy, method and approach based on insights.

Identify and inform system improvements and upgrades and inform subsequent change management processes across the organisation.

### **Content Module Owner**

Lead (design/ development) on business requirements and User Experience for Council's Oracle Recruitment module. This will include; maintaining current knowledge on module features, participating in quarterly release implementation and testing and working proactively with Council's Oracle support partners.

Provide expert advice on mobilisation of fields and workflow practices within Oracle that support Council's D & I priorities.

#### *Corporate Responsibilities*

Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.

Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.

Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

Support, enable and encourage strategies and actions identified in Council's Gender Equality Action Plan (GEAP) to improve workplace gender equality.

Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety.

### **Accountability and Extent of Authority**

#### **Budget**

Preparation and management of Council's Corporate Talent Acquisition (Recruitment) budget.

Preparation and management of Council's Days of Significance budget.

#### **Supervision**

Nil.

#### **Key Relationships**

The position will liaise and negotiate with leaders, employees and service providers at all levels of the organisation, including the Executive.

The position is required to maintain professional relationships with various external contacts, including other councils, external partners and providers (e.g. recruitment agencies).

The position will liaise with all employees and management across the organisation including the Executive.

The position is required to maintain professional relationships with various external contacts, including: other councils, specialist consultants/ contractors, LGPro and Industry forums and practice groups, Municipal Association of Victoria (MAV), and external regulatory bodies (e.g. Commission for Gender Equality in the Public Sector).

### **Judgement and Decision Making**

Exercise judgment and solve complex problems. Make decisions independently and take an innovative approach. The freedom to act is governed by broad goals, policies and budgets. Exercise judgment and discretion regarding confidential issues.

### **Qualifications and Experience**

- Tertiary qualifications in Human Resources, Management or related discipline with demonstrated depth of experience in specialist recruitment, talent acquisition and driving Diversity and Inclusion outcomes.
- Proven experience in attracting and securing high quality appointments and achieving high retention rates through talent acquisition practices aligned to strategic objectives.
- Demonstrated expertise in executive search methodologies applied to specialised roles.
- Experience working across a complex and diverse organisation with demonstrated success delivering effective outcomes with consideration to diversity and inclusion.
- Established understanding of industrial relations and relevant legislation in relation to the attraction and selection of staff.

## Interpersonal Skills

- Outstanding communication and interpersonal skills to formulate effective working relationships with and to inspire the confidence across all levels of organisation.
- Highly developed problem-solving skills with the ability to effectively manage complex and sensitive situations applying sound judgement and discretion.
- Highly developed engagement, negotiation and influencing skills.
- High self-awareness and capacity to build trust and gain the confidence of others.
- A personal style that models integrity, equity, fairness and transparency.
- Proven ability to manage a dynamic workload with competing priorities and operate independently effectively under pressure.
- Excellent presentation skills to enable the clear communication of information to a range of audiences.

## Management Skills

- Actively contribute to business planning process and annual budget process.
- An understanding of Council's goals and of its values and aspirations, and the legal and socio-economic and political context it operates in.
- A sound knowledge of relevant accounting and financial procedures.
- Plans, seeks, allocates and monitors resources to achieve outcomes on time and in accordance with budget.
- Contribute to an environment that encourages new ideas and provides support for the development of emerging skills, ensuring that objectives and goals are met, taking account of organisational and external constraints and opportunities
- Ability to lead, motivate and develop employees
- Ensure implementation and compliance of organisational policy, legislative and regulatory requirements
- Think strategically, particularly in relation to organisational level strategies, programs and approaches



### **Technology**

- Working knowledge of HR Information Systems and eRecruitment Systems, ideally with Oracle HCM.
- Demonstrated expertise with talent attraction tools.
- Experience with database and reporting systems.
- Proficiency in the use of the Microsoft suite of applications.

### **Other Technical Skills**

- Knowledge of legislative requirements that apply to recruitment within a local government context.
- Understanding of the political environment with which local government operates.
- Knowledge of the *Victorian Gender Equality Act 2020*.

### **Certificates/Licences**

- A valid Victorian driver's licence.
- Satisfactory National Criminal History Check.
- Working with Children Check.

### **Notes and Comments**

- The incumbent may be required to work from different locations within the municipality
- The incumbent may be required to attend out of hours work meetings.



## Key Selection Criteria

- Tertiary qualifications in Human Resources, Management or related discipline with demonstrated depth of experience in specialist recruitment and talent acquisition with exposure across a range disciplines and levels.
- Significant experience in undertaking all facets of recruitment in diverse and client focused organisation (including volume and specialised roles).
- Demonstrated understanding of gender equality including best practice in these spaces.
- Relevant experience and demonstrated competence in research, data analysis, report writing and communication.
- Proven expertise developing strategy, policy, practice, tools and resources related to talent acquisition/ strategic sourcing and recruitment, including employer brand.
- Proven capacity to work effectively with leaders to achieve strategic goals through best practice candidate attraction and assessment.
- Experience working across a complex and diverse organisation with demonstrated success delivering effective outcomes with consideration to diversity and inclusion.

## Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
<b>Kneeling/Squatting</b> Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.			
<b>Hand/Arm Movement</b> Tasks involve use of hand/arms	Office based role, using laptop, keyboard and other office equipment.	Constant	
<b>Bending/Twisting</b> Tasks involve forward or backward bending or twisting at the waist.	Remove or storage of items into cupboard locations.	Occasional	
<b>Standing</b> Tasks involve standing in an upright position			
<b>Reaching</b> Tasks involve reaching above head, and above and equal to shoulder height		N/A	
<b>Walking</b> Tasks involve walking on slopes and walking whilst pushing/pulling objects	In accordance with standard office based role.		
<b>Lifting/Carrying</b> Tasks involve raising, lowering and moving objects from one level position to another	In accordance with standard office based role.	Occasional	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
<b>Pushing/Pulling</b> Tasks involve pushing/pulling away, from and towards the body		N/A	
<b>Keyboard Duties</b> Tasks involve sitting at workstation and using computer.	Role requires high level use of laptop and other office based equipment.	Constant	
<b>Satisfactory Vision</b> Standard of vision required equal to that required for driver's licence			

**Any other relevant comments:**