**TALENT ACQUISITION SPECIALIST**
**AUGUST 2021**

<table>
<thead>
<tr>
<th>Location:</th>
<th>Parkville based. Flexible work arrangements - work in a way that suits you best and delivers to agreed Orygen outcomes</th>
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<tbody>
<tr>
<td>Division:</td>
<td>People and Culture</td>
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<tr>
<td>Classification:</td>
<td>Commensurate with skills and experience</td>
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<tr>
<td>Employment type:</td>
<td>Full-time fixed term position available until 30 June 2022</td>
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<td>Position reports to:</td>
<td>Manager Talent Acquisition and Reward</td>
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1. POSITION SUMMARY

Reporting to Orygen’s Manager Talent Acquisition and Reward the Talent Acquisition Specialist plays a key role in coordinating the end to end of recruitment activities for the Orygen specialist program. This role will be required to work closely with the Managers, recruitment team and administrative staff within Melbourne health and Orygen.

2. POSITION CONTEXT

The outcomes of the Royal Commission into the Victorian Mental Health System enable a revolutionary new era of reform in mental health. Recruiting and developing the workforce to support the development of a new mental health system is paramount to the successful implementation of these reforms. The sector faces a number of workforce challenges including the complex nature of its workforce planning and a significant workforce shortage.

We are currently in a transition period where Orygen is commencing a significant change resulting in the governance arrangements for positions within the Orygen Specialist Program to shift. We are also experiencing a high level of recruitment in existing and new programs. This role has been created to support the recruitment within the Orygen Specialist Program throughout this transition period and to support the increase in levels of recruitment.

Orygen delivers cutting-edge research, policy development, innovative clinical services, and evidence-based training and education for the mental health workforce to ensure that there is continuous improvement in the treatments and care provided to young people experiencing mental ill-health.

We are a complex organisation. Our workforce is diverse and includes:

- Five headspace centres in Craigieburn, Glenroy, Melton, Sunshine and Werribee that deliver primary clinical services to young people and are operated by Orygen.
- Orygen Specialist Program (formerly referred to as Orygen Youth Health Clinical Program), a tertiary clinical service that is currently operated by NorthWestern Mental Health, co-located with us at Parkville, Sunshine and Glenroy and also operating at sites in Footscray, and Wyndham. Whilst not under the governance of Orygen, Orygen Specialist Program works in close partnership with us.
• The Centre for Youth Mental Health, a University of Melbourne research and teaching department that is wholly seconded into Orygen.

• A knowledge transfer program drawing on Orygen’s research and clinical expertise provides an array of resource and workforce development including providing online and face to face training for the mental health workforce both nationally and internationally.

• A policy think tank drawing on Orygen’s research and clinical expertise and partnering and collaborating with key content experts from Australia and around the world to advise government and other policymakers.

• Centralised professional support functions enabling the organisation to achieve strategic and operational objectives.

This position will work to further strengthen the unification of the above systems, supporting the development of Orygen’s workforce for the future.

3. ABOUT ORYGEN

<table>
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<tr>
<th>VISION</th>
<th>Young people to enjoy optimal mental health as they grow into adulthood.</th>
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<td>MISSION</td>
<td>Reduce the impact of mental ill-health on young people, their families and society.</td>
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<td>VALUES</td>
<td>Respect, accountability, teamwork, excellence &amp; innovation.</td>
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<td>COMMITMENTS</td>
<td>Orygen has made a strategic commitment to partner with First Nations people of Australia, young people and their families, LGBTIQA+ people &amp; culturally and linguistically diverse people.</td>
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4. KEY RESPONSIBILITIES/OUTCOMES

The Talent Acquisition Specialist is responsible for:

• Maintaining strong working relationships and engagement with internal stakeholders to plan and coordinate requirements and timeframes for talent sourcing and selection activities.

• Managing the full end to end recruitment cycle providing extensive support to hiring managers to ensure process to fill roles is undertaken within agreed times.

• Providing effective solutions to complex recruitment requirements and working through escalation and enhancement methods to ensure all roles are filled.

• Working with the relevant teams to oversee contract management and new starter documentation for new starters.

• Providing recruitment metrics for reporting purposes.

• Proactively working to develop and maintain talent pools and pipelines for critical roles, reducing fill-time and increasing quality of hire.

• Escalating critical issues and delays in recruitment to the Manager Talent acquisition and reward.

• Providing ad-hoc administrative results within the scope of the role.
5. SELECTION CRITERIA

The following criteria must be met for consideration for this position:

5.1 Essential

- Experience in end-to-end recruitment and contract management, and expert knowledge of recruitment principles and processes.
- Strong ability to liaise and build relationships with various stakeholders.
- Exceptional written and verbal communication skills, with high attention to detail.
- Strong relationship building and stakeholder management skills, and the ability to drive positive change through exceptional delivery and results.
- An ability to work under pressure and manage a large volume of tasks, conflicting priorities with ease.
- Strong administration skills and a high level of attention to detail.
- A positive fun attitude and sense of humour.

5.2 Desirable

- Experience working within health or similar would be beneficial.

6. SPECIAL REQUIREMENTS

- Unrestricted right to live and work in Australia.
- A current National Police Check will be required.
- Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check.
- In line with Government guidelines, this position may need to be based at home during certain periods. As such a reliable internet connection will be required.
- You may be required to work across more than one of Orygen’s sites, which are currently located within the north and west of Melbourne.
- You may be required to travel interstate or intrastate on occasion.

7. ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

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<td>Signature:</td>
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