

## Talent Partner

- **Reporting To:** Lead Business Partner
- **Direct Reports:** N/A
- **Business Unit:** CPCO
- **Enterprise Agreement:** Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
- **Classification:** Grade 4
- **Review Date:** Feb 2026

### Position Purpose:

The People and Culture (P&C) portfolio is responsible for developing and implementing people and culture strategies by working in collaboration with stakeholders to deliver high quality creative and innovative services that supports the people experience, culture, engagement and ensures that Oral Health Victoria (OHV) is a great place to work and a great organisation to work with.

Reporting to the Lead HR Business Partner, the Talent Partner contributes to the development of our overall vision of becoming a great place to work by delivering best practice end to end talent engagement solutions for OHV. This position will support initiatives to help deliver the CPCO Business Plan, and partner with the OHV team to ensure fit for purpose solutions and successful implementation of these initiatives.

### Our Values:

We are Accountable | We are Respectful | We are Collaborators | We are Innovators

## **Role Accountabilities:**

### **Role Specific**

#### **Talent Engagement**

- Work as a business partner, consult with hiring managers in conducting job briefs to identify staffing needs, determining selection criteria and sourcing strategy.
- Coordinate the advertising of roles and leverage social media.
- Perform end-to-end talent processes for roles including entry level, management and clinical roles, ensuring OHV hires the most suitable talent for public oral health.
- Utilise online tools to enhance the candidate experience and create efficiencies for a smooth and enjoyable candidate process.
- Manage pre-employment activities for new hires including credentialing and employment offers.
- Facilitate and present at events to strengthen attraction and retention in the public oral health sector.
- Manage and respond to candidate queries received in the careers inbox.

#### **Talent Sourcing & Pipeline Development**

- Build and manage talent communities by leveraging social media, industry partnerships, professional associations, and contacts to ensure that OHV attracts the best possible talent.
- Monitor the performance of sourcing channels and the health of the candidate pipeline.
- Identify and engage suitable leads, nurturing them into active candidates by articulating public oral health and OHV's employment value proposition in a compelling way.
- Assist in the development and implementation of innovative and cost-effective talent attraction strategies that align with public oral

health and OHV's employment value proposition to ensure the organisation is seen as an employer of choice in oral health.

### **Stakeholder Engagement**

- Support and coach managers on all elements of the talent engagement process, ensuring OHV builds hiring manager capability to enable best practice talent engagement practices.
- Foster strong stakeholder relationships to understand business needs and identify opportunities to increase candidate engagement.

### **Strategic Workforce Planning & Projects**

- Advise on future workforce planning and identify opportunities for early career pathways.
- Contribute to allocated Workforce projects.
- Work in collaboration with the Talent Engagement team to deliver on key projects that support the organisation's Strategic Plan.
- Provide support and subject matter expertise for statewide public oral health employment value proposition project and continuous improvement.

### **Program Management & Reporting**

- Maintain Workforce Strategy program compliance records including reports on funding, activity and processes.
- Manage the participant experience measure across Workforce Strategy Programs.
- Provide weekly reporting on key metrics including status, activity, and funding expenditure to leadership for Workforce Strategy Programs.
- Follow appropriate accounts processes.

### **Generic:**

- Model behaviours that demonstrate the Victorian Public Sector and OHV values in all aspects of work.
- Undertake continuous professional learning and development to ensure current competence including any prescribed training in safety and quality.
- Demonstrate and promote a proactive commitment to health & safety, wellbeing, and the environment by actively participating in the ongoing identification of risks.
- Maintain patient privacy and confidentiality in accordance with organisational procedures and policies.
- Participate in myDevelopment ensuring goals are signed off and reviewed.
- Maintain a commitment to child safety, equity and inclusion, and cultural safety.
- Adhere to the OHV Child Safety and Wellbeing Framework and Code of Conduct and all other child safe policies and procedures.

### **Role requirements:**

**Knowledge:****Mandatory**

- Knowledge of best practice talent engagement processes from attraction to onboarding including competency-based tools
- Knowledge of passive candidate sourcing methodologies and direct sourcing techniques
- Awareness of the external environment, current HR and best practice trends and their impact on the organisation
- Strong understanding of Equal Opportunity Act and Anti-Discrimination Act, Confidentiality Agreement, Bullying and Harassment and other generally applicable legislation
- Strong proficiency in MS Office suite of programs
- Contributing to change and improvement processes
- Knowledge of applicant tracking/eRecruitment systems and social media platforms
- Understanding of employment value proposition and its alignment to an organisational brand

**Experience:****Mandatory**

- Demonstrated experience in talent pipeline development, passive candidate sourcing methodologies and direct sourcing techniques
- Experience in identifying and engaging high quality, diverse candidates for niche skill sets and critical roles
- Strong experience in using an applicant tracking system
- Experience in a high-volume talent acquisition role
- Experience in consulting with, and providing advice to a broad range of hiring managers from front line leaders to executive management
- Strong experience in relationship building, collaborating and managing the expectations of key stakeholder groups whilst providing an outcome that benefits the organisation
- Strong experience in managing the end-to-end talent process and providing high level candidate experience
- Excellent verbal and written communication skills and the

- Knowledge and use of market intelligence to inform sourcing strategies channels to attract and target messages to candidates
- Knowledge of early career pathways

**Desirable**

- Tertiary qualifications in Business, Human Resources, Organisational Psychology, or in a related field
- Knowledge of public oral health/public health
- Understanding of the critical talent that comprises a hospital workforce in a public setting
- Understanding of the cultural sensitivities of working with and supporting Indigenous workforce
- Knowledge of project management methodology

ability to liaise effectively with all stakeholder levels

- Proven experience in supporting peers in achieving targets and meeting service level agreements.

**Desirable**

- Experience in a public health sector environment
- Experience in implementing diversity and inclusion strategies
- Experience in developing marketing/sourcing campaigns in local, regional, national and international markets
- Project management skills with the ability to independently run small projects, ensuring quality and timeliness.