

TALENT ACQUISITION SPECIALIST



Reports to: Head of Talent

Key relationships: CMs, AMs, HR, External stakeholders

Authority levels: As agreed by Manager

WHY YOU'RE HERE

At BestStart, we stand up and stand out for our children, families and communities. We're leaders in the early childhood sector, we make a difference and we love what we do. We pride ourselves on being an inclusive team. We encourage our people to bring their unique selves to work. It doesn't matter who you are, if you're passionate about making a difference, you belong here.

WHAT YOU'LL DO

- Be a wonderful and passionate brand ambassador for BestStart – you will know all about what we offer to attract the best talent
- Manage the end-to-end recruitment for your portfolio, everything from managing requisitions, preparing job adverts, engaging with applicants, interviewing, liaising with our leaders, through to overseeing our online reference portal. Be comfortable using our systems to track candidates
- Deliver great placement numbers!
- Create great talent pools
- Candidate obsessed – time and time again you will deliver a phenomenal candidate experience
- You will get underneath the insights and opportunities to drive action, operate at pace to differentiate ourselves from our competitors
- Relentless focus on streamlining and thinking about how we can do things differently to improve both the candidate experience and our recruitment processes. You will be an innovator in input and output and comfortable with trying out new tech
- You are comfortable with the numbers, reporting and all things digital and data. You keep an eye on the market, understand the competitor landscape and draw on this intelligence to deliver better outcomes
- Build great relationships with our tertiary providers; we will be the go-to for students
- Be passionate and curious about AI, LinkedIn analytics and algorithms to target our passive market
- Use our digital and social channels to showcase our employment proposition
- Collaborating with others will be in your DNA. You will draw on the collective strengths to deliver better outcomes. You will be able to inspire your fellow colleagues to action and deliver initiatives with many moving parts. You won't think twice about helping others out in the team (you are happy to take on any other duties as required)
- Role model our values

HEALTH & SAFETY

- Actively promote and role model health & safety awareness
- Complete health & safety training as required
- Identify, report and escalate risks, health, safety and environmental hazards within the workplace and take appropriate action
- Understand and meet, any legally binding health & safety regulations relevant to the workplace

THE SKILLS, KNOWLEDGE AND EXPERIENCE YOU'LL NEED

- Prior experience with recruitment and delivering great candidate experiences and placement numbers
- Buckets of energy, a growth mindset and a can-do attitude
- A natural at building relationships built on trust and are a wonderful communicator
- Self-motivated, innovative, reflective and prepared to think beyond the boundaries
- Top-notch engagement skills that enable you to work with anyone at any level of the organisation.
- A drive to get things done and never afraid to fail fast and try again
- You're not afraid of a tight deadline and you work comfortably under pressure to manage all priorities.
- Working at pace is a sweet spot for you, you love solving problems and getting the right people around to make decisions