

# TALENT 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

- **Brand Ambassador:** Act as a passionate representative of BestStart, deeply understanding and effectively communicating our value proposition to attract top talent.
- **Teacher-in-Training & New Graduate Programmes:** Focus on retaining and supporting our Teacher-in-Training employees throughout their journey from Year 1 to Year 3. Ensure they receive the right mentorship, development opportunities, and career progression pathways to grow within our organisation. Strengthen our reputation as a stable and supportive employer, making BestStart the preferred choice for future Teacher-in-Training applicants.
- **International Talent:** Drive end to end recruitment process for international talent to meet current and future workforce needs. Service as the go to expert on international recruitment, including trends, sourcing partners, supporting seamless collaboration.
- **Talent Pooling:** Build and maintain robust talent pools to ensure a continuous pipeline for current and future hiring needs, with a focus on hard-to-fill roles.
- **Market & Industry Awareness:** Stay informed about market trends, competitor activities, and emerging technologies to maintain a competitive edge in talent attraction.
- **University & Industry Partnerships:** Develop and maintain strong relationships with tertiary education providers, industry programs, and educational institutions to establish entry points for emerging talent, including Teacher-in-Training, New Graduate, and Trainee Programmes.
- **Alumni & Referral Networks:** Engage former employees to maintain professional relationships, creating a channel for re-engagement and potential re-hires. Encourage employee referrals to expand our reach to diverse and highly qualified talent.
- **Talent Communities:** **Internal:** Leverage internal expertise to guide external talent sourcing for specialised areas such as Diverse Learners, Montessori, and support for International Teachers. **External:** Build and maintain relationships with passive candidates who are open to future opportunities.
- **Collaboration & Teamwork:** Work closely with colleagues, leaders, and other stakeholders to deliver outstanding recruitment outcomes. Inspire and support team members, contributing to shared goals and initiatives.
- **Data-Driven Decision Making:** Utilise market insights, competitor analysis, and internal data to inform recruitment strategies and drive continuous improvement. Be passionate and curious about AI, LinkedIn analytics and algorithms to target passive market.
- Any further duties & support as required to support the wider Talent Team to deliver business expectations.

## THE SKILLS, KNOWLEDGE AND EXPERIENCE YOU'LL NEED

- Significant experience with recruitment and delivering great candidate experiences (ideally within an international context)
- Buckets of energy, a growth mindset and a can-do attitude
- A natural at building relationships built on trust and being 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

## 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