

Position Description

Position: Talent Specialist
Department: Human Resources
Reports to: Senior Human Resources Manager
Direct Reports: None

Position purpose:

As a Talent Specialist, your key responsibilities include sourcing and attracting high performing talent for Enatel through various channels. To be successful in this role, you should be able to develop long-term recruitment strategies in alignment with the Enatel capability plan and nurture trusting relationships with all key stakeholders.

Ultimately, you will create strong talent pipelines for our company's current and future hiring needs, ensuring a positive candidate experience contributing to the reputation of Enatel.

Key responsibilities:

- Developing and implementing recruitment strategies:
 - Create & execute recruitment plans to attract qualified candidates across all relevant roles.
 - Utilise various sourcing methods to identify potential candidates.
 - Providing insights, direction and recommendations on how to best engage local and international talent.
- Screening and interviewing candidates:
 - Review resumes, conduct phone screens and interview candidates to assess their qualifications, skills, and cultural fit.
 - Administer assessments or tests to evaluate abilities as required.
- Building and maintaining candidate pipelines:
 - Proactively build relationships with potential candidates, even if no immediate roles are available.
 - Build and maintain a database/market maps of qualified candidates for future hiring needs.
- Collaborate with business leaders:
 - Partner with hiring managers to understand their staffing needs, develop job descriptions and establish competency matrices.
 - Provide guidance and support throughout the hiring process ensuring a smooth and efficient end-to-end process.
 - Take ownership of candidate management, providing an excellent experience from first impression through to contract signing and onboarding.
 - Work with the finance team to ensure headcount is approved for any roles recruited and seek appropriate approvals from the business to recruit.
- Managing the offer and onboarding process:
 - Negotiate job offers, including salary, benefits, and other terms.

- Coordinate with the HR team and hiring managers to ensure a seamless onboarding experience for new hires.
- Tracking and analysing recruitment metrics:
 - Monitor and analyse recruitment data, such as time-to-fill, cost per hire and source of hire.
 - Using the available data, identify areas for improvement to inform the Senior HR Manager.
- Staying update on industry trends:
 - Stay informed about the latest trends and best practices in talent acquisition.
 - Participate in professional development activities, to understand new talent acquisition and attraction opportunities.
- Learning and Development:
 - Work with the HR team to build a Learning and Development program to ensure career pathways are available and consistently communicated where possible.

Other duties:

- Upholds the company values.
- Perform any other tasks as required by your Team Leader and/or the business.
- Contributes to the achievements of department goals and objectives.

Health & Safety:

- Ensuring all Health & Safety policies and rules are followed, with all tasks completed in a safety conscious manner.
- Maintaining a safe and clean working environment by complying with Enatel Policy and Procedures.
- Leads by example in all matters relating to Health & Safety.

Environmental:

Enatel is committed to minimising the environmental impact of our operations and products.

- Ensuring Environmental policies and processes are followed.

Key Relationships:

Internal	External
Senior Managers	Recruiters
Team Leaders	External Training Providers
	Job Seeker Platforms

Person Specification:

	Essential
Competencies	<p>Functional/Technical Skills - has the functional and technical knowledge and skills to do the job at a high level of accomplishment.</p> <p>Action orientated - enjoys working hard and is full of energy for the things he/she sees as challenging.</p> <p>Process Management – good at figuring out the processes necessary to get things done. Can simplify complex processes.</p> <p>Learning Agility - the ability to learn quickly in a new environment.</p>

	<p>Problem Solving – looks for opportunities to resolve issues and solve problems. Learns quickly when facing new problems.</p> <p>Integrity and Trust – is seen as a direct, truthful individual; is widely trusted.</p> <p>Ethics & Values - Has an appropriate and effective set of core values and beliefs, and acts in line with those values at all times.</p>
Skills, Experience & Knowledge	<p>5+ years' proven experience at recruiting top talent.</p> <p>Skilled in all aspects of recruiting, including sourcing, networking, screening, interviewing, to hiring.</p> <p>Good understanding of candidate management.</p> <p>Creative problem-solving skills.</p> <p>A strong attention to detail.</p> <p>Excellent communication skills, both verbal and written</p> <p>Strong prioritisation skills and the ability to deliver effectively in a fast-paced environment.</p> <p>Familiarity with recruitment software.</p> <p>Experience in creating awareness of the company brand and establishing professional relationships with candidates.</p> <p>Safety-First approach.</p>
Qualification / Licenses	<p>Ideally a Bachelor's degree in human resources management, human resources, or other related field.</p>

