



Talent Acquisition, Business Partner

EL1

Employment Type: Labour Hire/Non-ongoing – 12 month fixed term

Salary Range: : \$118,176 to \$124,687 per annum plus 15.4% Superannuation

Reporting to: Senior Manager of People and Performance.

Location: Sydney /Hybrid

Security Clearance: Baseline Vetting Level

Job Reference Number: HR/07

Contact Officer: Pat on 0439 074 391

Closing date and time: 25 October 2024

ABOUT US

The High Speed Rail Authority (the Authority) is a newly established independent Australian Government Corporate Commonwealth entity responsible for overseeing the development of a high speed rail network along the east coast of Australia. This includes providing policy and planning advice and recommendations to the Australian Government and undertaking research and evaluation in relation to the high speed rail network and corridor along the east coast.

East coast high speed rail will be a nationally significant project for Australia and the Authority will support the Australian Government in planning for the future by working closely with state and territory governments and other key stakeholders to develop high speed rail between major cities and key regional centres in order to advance social, economic and population outcomes. A high speed rail network will allow passengers to travel between major and regional cities at speeds exceeding 250 kilometres per hour. The first priority of the Authority will be the Sydney to Newcastle corridor with an Australian Government \$500 million commitment to start corridor acquisition, planning and early works in consultation with the NSW Government.

The Authority is overseen by an independent Board.

ABOUT YOU

This is a great opportunity for a driven, highly professional and motivated Talent Acquisition Partner and Human Resources Professional to join our small but dynamic team. You will have a crucial role within the Authority's Human Resources team, overseeing recruitment operations, ensuring that our practices meet the legislative requirements and deliver holistic and strategic workforce solutions.

You will be working with internal and external stakeholders. You will provide prompt, accurate and timely advice and services advice to the Authority's leadership and management teams.

This position is being offered as a 12-month non-ongoing contract with strong prospects for a longer-term engagement and growth opportunities for the right candidate who is joining at this formative period within the organisation.

Key Responsibilities

We are seeking an experienced and motivated Talent Acquisition Business Partner (based in Sydney) to support our growing office and to play a pivotal role in helping to build & strengthen organisational capability through:

- Assisting with recruitment, onboarding, training and induction of new staff.
- Supporting the Senior Manager, People and Planning to implement recruitment strategies, refine and continuously improve and develop onboarding and off-boarding processes and procedures.
- Helping to drive new roles out to market and partner with business stakeholders to identify suitably qualified candidates for culture, fit and capabilities.
- Owning the whole of life cycle recruitment process and partnering with senior leaders to provide relevant input, advice and guidance on market conditions, selection criteria and candidate requirements.
- A self-starter with a passion for learning and sharing knowledge, ready to contribute to HSRA's recruitment strategy.

This role will foster a positive, inclusive, and dynamic work environment, catering to a diverse workforce across Sydney, ACT and the hunter region.

You should be an excellent communicator, have a **Can Do** attitude.

Knowledge, Experience and Skills

To be successful in this position you will be a highly motivated individual with strong attention to detail. You will demonstrate sound judgement, maturity and discretion in relation to your work. Your ability to work well with others, willingness to learn, and capability to thrive in a fast-paced environment are essential. Building and maintaining stakeholder relation and trust is crucial. The ideal candidate will have sound Commonwealth recruitment and talent management experience or transferable skills.

Our ideal candidate has:

- Effective resource and time management skills including the ability to prioritise competing workloads, meet tight deadlines with a high level of accuracy and attention to detail.
- Excellent communication, interpersonal and client service skills.
- At least 5 + years prior experience managing full-cycle recruitment, with experience in a regional or multi-location role.
- You'll be confident working with senior stakeholders and comfortable navigating organisational dynamics.
- You'll bring a data-driven mindset with the ability to analyse recruitment metrics and make data-informed decisions.
- You'll have experience or the desire to leverage existing and emerging technologies to drive recruitment efforts.

- Degree in HR, Business, WHS, Workplace/Industrial Relations or equivalent will be highly regarded.
- A self-starter with a passion for learning and sharing knowledge, ready to contribute to HSRA's recruitment strategy.

Key Stakeholders

- CEO, leadership team and Corporate Services team – internal stakeholders
- Commonwealth Departmental and State Government Agencies

Benefits

- Competitive salary
- 15.4 % superannuation
- Flexible workplace arrangements
- Training and development
- Opportunity to be part of a dynamic, high performing team with vibrant workplace culture.

Eligibility Requirements

Employment with the Authority is subject to conditions prescribed within the [Public Service Act 1999](#) included:

- **Citizenship:** must be an Australian citizen to be eligible for employment with the Authority.
- **Health Assessment:** may be required to undergo a medical examination conducted by the Authority's preferred medical provider.
- **Security Clearance:** must be able to obtain and/or maintain a security clearance at the Baseline Vetting Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a verifiable background, for at least the preceding five years for Baseline Vetting Level. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#).

How to Apply

You should submit a brief cover letter (maximum 800 words) outlining your skills and experience relevant to the Key Responsibilities and an up to date CV (maximum of 3 pages).

All applications must be submitted via this [link](#).

Please contact Pat on 0439 074 391 if you have any questions.

Work with us. [Apply now!](#)

HSRA Values

