



POSITION DESCRIPTION

Position Title:	Head of Talent Management & Workforce Strategy
Cluster / Business Unit / Division	Chief Operating Officer Group
Section or Unit:	People Performance & Capability
Classification:	Band 7
Job Family:	Human Resources
Position Description Number:	PD-2292
Work Contract Type:	Professional
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The Head of Talent Management & Workforce Strategy is a key leadership role across ANSTO responsible for workforce strategies & planning and the development, coordination and evaluation of talent acquisition, including programs to meet the needs of the organisation in terms of required capabilities to deliver operational and capital programs and the financial sustainability agenda.

In addition, the position develops and implements strategies and procedures regarding resourcing and talent pools to enhance efficiency in recruitment operations and increase the capability of ANSTO to attract diverse, quality candidates who support the purpose and future strategic direction of ANSTO.

ORGANISATIONAL ENVIRONMENT

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia’s most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

The Chief Operating Officer Group brings together several Corporate Services Functions from across ANSTO; creating greater synergies across operational areas of our organisation, and more streamlined interfaces with the Department of Industry, Science, Energy and Resources and other Federal agencies.

- Finance and Operational Services
- Corporate Affairs
- Legal Services
- People, Performance and Capability
- Regulatory and Governance
- Capital Program Management Office

The People, Performance & Capability (PPC) focus is on achieving transformative workplace & cultural change within ANSTO to uplift capability and performance.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities- Workforce Strategy

- In conjunction with the Director People, Strategy & Performance, manage & develop workforce strategies and processes to support the strategic direction of ANSTO.
- Lead development and implementation of a workforce planning framework that supports ANSTO's operational and major capital programs requirements
- Design an appropriate workforce planning process within the integrated planning requirements of the organisation and develop a strategic workforce plan including strategic analysis, forecasting, risk analysis and strategy development.
- Translate the workforce strategy into robust, practical plans which cover attraction, retention, development, talent management and performance management.
- Evaluate the implementation of the strategic workforce plan by tracking change and analysing its impact on the organisation and implementing recommended improvements.
- Conduct workforce analysis and reporting and provide advice on workforce insights to contribute to the identification of workforce strategy impacts on organisational outcomes.
- Develop, analyse and provide workforce metrics and performance indicators, reports and workforce analysis for Board and Executive reporting and to support informed business decisions.

Key Accountabilities- Talent Management

- Develop, implement and adopt contemporary, best practice recruitment methods to attract top quality candidates appropriate to ANSTO's current and future needs.
- Lead, develop and manage the Talent Acquisition team to ensure high quality and consistent advice and support relating to recruitment activities is provided.
- Build capability and expertise of team members ensuring an understanding of current labour market trends and best practice.
- Develop, implement, monitor and review programs, policies and procedures relating to Recruitment, Pathways programs, Diversity, immigration and relocation.
- Work collaboratively to develop the ANSTO employee value proposition (EVP) and brand to increase recognition in the marketplace nationally and internationally.
- Undertake account management of recruitment agencies to ensure ANSTO is represented well in marketplace and quality candidates are referred to ANSTO.
- Develop reporting on recruitment to inform the business and executive team regarding recruitment activities and measure recruitment effectiveness and cost.
- Develop and maintain an understanding of immigration and visa management requirements and the impact on ANSTO.
- In collaboration with Performance Coaches identify, engage, develop, review and retain those individuals who have the potential to be of greatest value to ANSTO.
- Undertake additional duties as required and during periods of leave of other staff; and

Decision Making

- The position works within a framework of legislation, policies, professional standards and resource parameters. Within this framework the position has independence in determining how to achieve objectives of the unit, including deciding on methods and approaches, operations, project planning and allocation of their own resources.

- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided to ANSTO and is required to ensure that decisions are based on sound evidence, but at times may be required to make effective judgements under pressure or in the absence of complete information or expert advice.
- Determine key work priorities within the context of agreed work plans and will consult with the Manager and peers on complex, sensitive and major issues that have a significant impact on the group or potentially ANSTO itself.
- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

Key Challenges

- Establish and maintain a high degree of discretionary judgement within a framework provided by senior management.
- Establish and foster professional networks in order to promote and advance the organisation's workplace planning and talent acquisition practices.
- Maintain knowledge of changing immigration and visa management issues.
- Maintain currency of knowledge regarding workforce planning and talent acquisition trends, issues and best practice and proactively share this knowledge.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager/Executive	<ul style="list-style-type: none"> • Provide regular updates on key strategic programs relating to workforce planning and talent acquisition. • Provide high-level evidence-based advice. • Develop related policies, strategies, processes and plans.
PPC Team	<ul style="list-style-type: none"> • Work closely with in relation to workforce planning and talent acquisition processes, policies, procedures and system implementations. • Provide expert advice and analysis on a full range of matters. • Contribute collaboratively to group decision making processes, strategy development, planning and goals.
Direct Reports	<ul style="list-style-type: none"> • Provide guidance, coaching and support within an environment that supports continuous learning and development.
External	
Recruitment Agencies	<ul style="list-style-type: none"> • As required
APS	<ul style="list-style-type: none"> • As required

POSITION DIMENSIONS

Staff Data

Reporting Line	<ul style="list-style-type: none"> • Director People Strategy & Performance
Direct Reports	<ul style="list-style-type: none"> • 2 x Performance Advisors

Special / Physical Requirements

Location:	Lucas Heights / Camperdown / Clayton Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer)
Radiation areas:	May be required to work in radiation areas under tightly regulated conditions
Hours:	Willingness to work extended and varied hours based on operational requirements
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain appropriate federal government clearance

Workplace Health & Safety

Specific role/s as specified in <u>AP- 2362</u> of the ANSTO WHS Management System	All Workers Managers / Leaders / Supervisors Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties
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ORGANISATIONAL CHART

On file.

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree in Human Resources, Psychology, Behavioural Science or relevant area or equivalent demonstrated experience.
2. Extensive relevant experience in workplace leadership and management, with specialisation in strategic workforce planning and contemporary talent acquisition practices.
3. Strong influencing and negotiating ability to influence management to provide contemporary HR solutions.
4. Demonstrated experience in leading and managing a team, coaching, mentoring and the development of employees.
5. Excellent verbal and written communication skills and experience developing and implementing program, policy and procedures.
6. Well-developed analytical, conceptual and problem-solving skills to enable the identification of issues and sound judgement to determine appropriate courses of action
7. Strong interpersonal skills with ability to develop strong trusting relationships at all levels in order to gain support and achieve results

Line Manager	Delegated Authority
Name: Gavin Kable	Name: John Edge
Title: Director People Strategy & Performance	Title: Chief Operating Officer
Signature:	Signature:

Date:

Date: