

Director, Careers and Talent

Classification: Senior Staff

Role purpose: To lead and inspire a high-performing team across the early stages of the employee lifecycle to ensure Adelaide University attracts, develops and retains a diverse and talented workforce.

Role responsibilities

This role reporting line is to the Director, People Services and Careers and is responsible for:

Strategy:

- Providing strategic direction and leadership to the Careers and Talent sub-function, ensuring alignment with organisational priorities and the broader People and Culture strategy.
- Providing expert, strategic advice to the People and Culture leadership team and University Executive on enhancing recruitment methodologies and positioning, using data metrics and industry insights to inform recommendations.

Leadership:

- Fostering a customer-focused culture within the Careers and Talent team, championing continuous improvement, service innovation, and operational excellence to meet the evolving needs of the University.
- Actively implementing initiatives to develop the skills and experience of employees within the sub-function, using training programs and on-the-job learning that incorporates industry best practice.
- Creating a safe and healthy workplace for employees; establishing and championing practices that will enhance employee wellbeing and increase employee engagement.
- Establishing clear performance standards and expectations, providing regular feedback to build employee skills and knowledge, and recognising their achievements and contributions.
- Ensuring that all practices under the responsibility of the Director reflect the University's commitment to equity, diversity, and inclusion and address the needs of underrepresented groups.

Operations and Delivery:

- Driving innovative, sector-leading practices in the talent acquisition of academic and professional staff, ensuring alignment with the University's strategic objectives and positioning it as an employer of choice.

- Leading the creation of talent acquisition campaign strategies to build a talent pool of external candidates and attract top talent to Adelaide University.
- Overseeing the management of candidates, in collaboration with the Operations team, through to candidate commencement at the University.
- Taking accountability for reference and pre-employment checks, maintaining flexibility to adapt to evolving requirements and regularly monitoring legislative changes to ensure compliance.
- Designing and implementing diverse sourcing initiatives, a graduate program, and other innovative strategies to broaden talent pools, advance diversity and inclusion goals, and attract high-calibre candidates.
- Overseeing the academic promotions process and administration in conjunction with the University Academic Board, ensuring compliance with University policies and regulations, while driving sector-leading practices that promote academic excellence, user experience and equity.
- Leveraging technology, including automation and data analytics, to optimise processes, enhance service efficiency, and deliver a superior customer experience.

Stakeholder Engagement and Governance:

- Building strong, collaborative partnerships across the People and Culture function to forecast workforce needs, align talent strategies, and deliver seamless services to clients.
- Developing and applying qualitative and quantitative performance metrics to evaluate service effectiveness, identify opportunities for improvement, and drive organisational decision-making.
- Developing and implementing assurance mechanisms to ensure team practices and services align with relevant regulatory, legislative and University policy requirements, fostering accountability, consistency and continuous improvement.
- These responsibilities may evolve to support your development, along with the dynamic needs of the role and Adelaide University.

Key deliverables

- **People Leadership** - Role model our values and demonstrate the AU Leadership Behaviours ensuring team members discover, engage and thrive in their roles.
- **Talent Acquisition** – Integrate innovative practices to position the University as an employer of choice to attract top-tier academic and professional staff.
- **Employee Experience** – Ensure a people centric approach in all endeavours, and the delivery of compliance and excellence in supporting the academic promotions process.
- **Strategic Partnerships** – Develop collaborative partnerships within the People and Culture function to forecast future workforce needs and align talent strategies.
- **Operational Excellence** - Leverage technology and data analytics to optimise processes and enhance service efficiency.

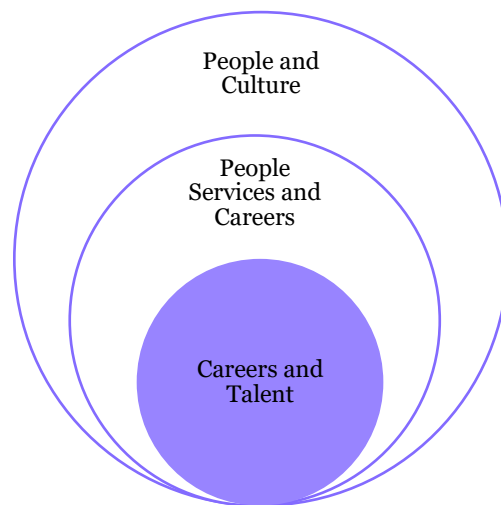
Scope of decision making

This role combines comprehensive strategic and operational decision-making, contributing to the development of the overall People and Culture strategy, defining related policies, and managing Careers and Talent resources and risks to ensure alignment with the University's mission and stakeholder expectations.

Role context

This role forms part of the Careers and Talent team of 30 to 40 people within the People Services and Careers function and is aligned to the People and Culture Portfolio within the University.

This role will lead up to 3 direct reports.



Key relationships

- Role guidance, professional development and coaching is provided by your people leader Director, People Services and Careers
- This role will work closely with the Director, People Services and Careers; Talent Acquisition Professionals; Career Pathways Specialists; Senior P&C Leaders; University Academic Board

Qualifications

At Adelaide University we enable and celebrate lifelong learning. This role requires a commitment to ongoing learning, demonstrated by a tertiary qualification in Human Resource Management, Business Administration or related field, or equivalent role-based learning. Membership of a relevant professional body such as the Australian Human Resources Institute (AHRI) is highly desirable.

Special requirements

- N/A

Experience

- Demonstrated experience in leading and executing innovative, sector-leading people services in a large and complex environment.
- Experience in managing and developing high-performing teams, including coaching, mentoring and performance management.
- Experience in designing and implementing diverse sourcing initiatives and graduate programs to advance diversity and attract high-calibre candidates.
- Proficiency in developing and applying qualitative and quantitative performance metrics for service evaluation and improvement.
- Capability in leveraging technology, including automation and data analytics, to optimise processes and enhance service delivery.
- Knowledge and experience in applying and complying with relevant employment laws and regulations.
- Experience in higher education or a similar complex environment is preferred.

Core Capabilities

Capability	Proficiency
Collaborative Impact	Expert
Digital and Data Fluency	Advanced
Experience Design	Expert
Future Focus	Expert
Stewardship	Expert

More information about the core capabilities can be found at the Adelaide University intranet.

Our core values

Our values create a shared purpose and understanding of who we are, what we stand for, and how we act. Our values guide us every day as we pursue our strategic ambition. Each value has been brought to life through a description that has been co-created with our people that will guide our behaviour and interactions with each other, our students, and our partners.



Trust

We are authentic in our interactions and act with integrity and reliability.



Inclusivity

We embrace the uniqueness of each member of our community.



Ambition

Together, we are bold and energetic in our pursuit of excellence



Respect

We listen and learn through respectful dialogue and debate



Discovery

We move beyond boundaries with curiosity and innovation.