

## POSITION DESCRIPTION

<b>Position:</b>	Director Talent Acquisition
<b>Directorate</b>	People, Culture & Wellbeing
<b>Division:</b>	Human Resources
<b>Business Unit:</b>	Human Resources
<b>Enterprise Agreement</b>	VICTORIAN PUBLIC HEALTH SECTOR (HEALTH AND ALLIED SERVICES, MANAGERS AND ADMINISTRATIVE WORKERS) SINGLE INTEREST ENTERPRISE AGREEMENT
<b>Reports to:</b>	Executive Director People, Culture & Contract Services



## MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. From day one, MBPH has aspired to provide exceptional patient care and be a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement and positive and aligned workplace culture.

MBPH employs over 1200 staff and has 172 beds and provides a range of acute services in emergency, maternity, intensive care, rehabilitation, community services, psychiatric in and out patient care, palliative care, renal dialysis and chemotherapy service to the people of North West Victoria. The hospital also provides medical imaging and pathology services.

## VISION

Mildura Base Public Hospital – providing exceptional care.

## PURPOSE

To improve health outcomes for our tri-state communities by creating partnerships, leading culture and building our team to deliver sustainable services.

## VALUES

All employees of the Mildura Base Public Hospital are required to uphold the HEART values of our organisation. For information on our **HEART** values and the expectations to uphold the values, please refer to **page 5** of this document.

## INCLUSION

At MBPH, we firmly believe that fostering diversity, equity, and inclusion is essential to the success of our health service, our employees, our patients, and the wider community. We wholeheartedly embrace diversity and highly value the diverse experiences of individuals from all ethnicities, faiths, ages, disabilities, cultures, languages, gender identities, sexes, and sexual orientations.

We extend a warm welcome to lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) individuals, inviting them to be a part of our inclusive health service.

Aligned with our HEART Values, we are dedicated to further enhancing accessibility and promoting inclusive practices across all aspects of our workplace.

## STRATEGIC OBJECTIVES



## POSITION SUMMARY

The Director of Talent Acquisition is responsible for leading the strategic and operational delivery of workforce attraction and recruitment initiatives across Mildura Base Public Hospital (MBPH). This role plays a pivotal part in strengthening our long-term workforce sustainability by developing proactive, data-driven, and integrated approaches to recruitment, employee experience, and retention.

This role will be instrumental in transforming MBPH's recruitment approach from reactive and transactional to one that is strategic, predictive, and aligned with workforce planning. The Director will work collaboratively across departments to embed talent acquisition as a core business function supporting the attraction, recruitment, and retention of high-quality candidates who align with the organisation's values and future service needs. A key focus will be the conversion of agency staff into permanent employees and the implementation of targeted strategies to significantly reduce reliance on high-cost, temporary labour.

The role will also lead improvements in the candidate and hiring manager experience, streamline recruitment systems and processes, and develop targeted sourcing strategies across key workforce segments particularly in areas of critical shortage such as nursing, midwifery, and mental health. In doing so, the Director of Talent Acquisition will enable MBPH to reduce reliance on agency labour and foster a sustainable and committed workforce and talent pipeline.

The Director will work closely with the People Business Partners, Organisational Development team, and key clinical and operational leaders including nursing and midwifery leadership, mental health, medical administration, and broader executive and departmental managers across the organisation.

## KEY RESPONSIBILITIES AND DUTIES

- Lead the design, implementation and continuous improvement of MBPH's talent acquisition strategy in alignment with workforce planning, organisational goals and service needs.
- Drive proactive and innovative sourcing strategies, including campaign based recruitment, workforce segmentation, and regional/international attraction methods.
- Work in close partnership with the People Business Partners and Organisational Development teams to align recruitment with workforce and succession planning, capability development, and retention strategies.
- Build close relationships with nursing, midwifery, mental health, and medical administration leadership to identify talent needs, address high-turnover roles, and reduce agency reliance.
- Lead initiatives to convert agency and temporary staff into permanent employees through targeted engagement strategies, collaboration with workforce planning and clinical leaders, and the use of attraction levers such as relocation support and other incentives.
- Design and oversee a high-quality, consistent candidate experience across the full recruitment and onboarding lifecycle, from advertising through to early employment milestones.
- Provide actionable insights through data analytics, dashboards, and workforce forecasting to support strategic workforce planning, improve FTE oversight, and enhance transparency for managers regarding incoming staff and resourcing needs.

- Oversee the ongoing development of recruitment systems, technology, workflows and compliance practices to improve efficiency, transparency, and scalability.
- Provide thought leadership and best practice recruitment governance including relevant policies, employer branding, and reporting on key metrics (e.g. time to fill, quality of hire, retention).
- Partner with external stakeholders such as universities, industry networks, and migration agents to strengthen talent pipelines and support global workforce initiatives.
- Lead and mentor the recruitment function, building capability, accountability, and strategic alignment within the team.
- Collaborate across corporate services functions (e.g., Payroll, Remuneration, Fleet, Accommodation, and Communications) to streamline recruitment support and enhance the employee value proposition.
- Partner with Clinical Education teams to support the integration of graduate nurses, junior clinicians, and early career professionals into the workforce, ensuring alignment between recruitment, onboarding, and capability development.
- Embed equity, diversity, and inclusion principles into recruitment strategies, ensuring fair and representative hiring practices across all workforce groups.
- Work with Clinical Education and line managers to support early retention strategies, including structured transition-to-practice pathways, feedback loops, and follow-up for new starters.
- Develop tailored attraction and retention strategies for non-clinical workforce segments, including administration, corporate services, and support roles, ensuring end-to-end coverage of MBPH's workforce needs.
- Contribute to workforce risk mitigation by supporting surge recruitment, talent pool readiness, and strategic workforce contingencies during periods of critical shortage.

## GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct**. All staff must ensure they comply with **policies, procedures** and standard ways of work practices when carrying out their work.

Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital employee you have a responsibility to participate in and commit to ongoing **quality improvement** activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

## KEY SELECTION CRITERIA

### Qualifications / Certificates

- Tertiary qualification in Human Resources, Business, Management, or a related field.
- Extensive experience in talent acquisition leadership within a complex, multidisciplinary organisation.
- Demonstrated understanding of employment legislation, industrial instruments, and contemporary recruitment practices.
- Qualifications and/or minimum 5 years human resources, talent experience in a professional working environment.

### Highly Desirable



- Postgraduate qualifications in Human Resources, Workforce Planning, Organisational Development or Leadership.
- Experience within the public health or broader healthcare sector.
- Experience with international recruitment, migration frameworks (e.g. 482, 186), and visa-to-permanent residency conversion strategies.
- Familiarity with HRIS systems (e.g. UKG, SuccessFactors) and workforce analytics tools (e.g. PowerBI).

### **Specialist Expertise**

- Demonstrated success in leading and delivering hands-on, end-to-end recruitment and talent acquisition in a complex, high-volume environment — ideally within healthcare or a similarly regulated sector.
- Proven ability to design and execute practical strategies that convert agency and temporary labour into permanent appointments, and to build sustainable internal pipelines to reduce workforce gaps.
- Operational experience in campaign-based recruitment, regional and international sourcing, onboarding, compliance, and stakeholder engagement across all stages of the employee lifecycle.
- Strong ability to work collaboratively and at pace with multidisciplinary teams including Nursing, Midwifery, Mental Health, Medical Administration, HR Business Partners, Organisational Development, Clinical Education, and Corporate Services.
- Skilled in interpreting and applying workforce data, recruitment metrics, and forecasting tools to inform day-to-day decision making, improve FTE visibility, and support strategic workforce planning.
- Sound understanding of industrial instruments (e.g., EBAs), employment legislation, Fair Work provisions, and sponsorship pathways relevant to health sector recruitment.
- Deep knowledge of early-career workforce integration, including onboarding and retention strategies for graduates, international hires, and junior clinicians.
- Demonstrated ability to lead from the front — coaching and supporting a recruitment team, improving operational systems and workflows, and directly supporting managers with hard-to-fill roles and critical appointments.
- Demonstrated ability to lead recruitment reform and support organisational change initiatives that impact workforce design, clinical models, or service delivery.
- Experience optimising and implementing recruitment technology (e.g., applicant tracking systems, onboarding platforms, workforce planning tools) to drive efficiency, data integrity, and user adoption.
- Highly developed interpersonal and influencing skills, with the ability to engage at all levels including executives, operational leaders, unions, and external agencies such as migration advisors or academic partners.
- Proven ability to deliver results in a fast-paced, resource-constrained environment while balancing competing priorities, managing risk, and maintaining a service-oriented mindset.
- Commitment to inclusive recruitment practices and improving access and support for under-represented workforce groups (e.g., Aboriginal and Torres Strait Islander peoples, CALD workforces).

### **Personal Qualities, Knowledge and Skills**

- Demonstrated leadership capability with the ability to build trust, influence diverse stakeholders, and drive strategic outcomes in a complex and fast-paced environment.
- Strong interpersonal and relationship-building skills, with the ability to partner effectively across all levels of the organisation and external stakeholders.
- Excellent time management and organisational skills, with a demonstrated ability to manage competing priorities and deliver to deadlines with minimal supervision.
- High level of personal integrity and professionalism, with a strong commitment to confidentiality, ethical practice, and organisational values.
- Proactive, adaptable, and solution-focused, with a hands-on approach to problem solving and continuous improvement.
- Strong written and verbal communication skills, including experience preparing briefs, reports, presentations, and delivering key messages to varied audiences.

- Curious and continuous learner with a commitment to innovation and staying current with contemporary recruitment, workforce, and technology trends.

## **MANDATORY REQUIREMENTS**

### **National Police Record Check**

A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Mildura Base Public Hospital.

### **Immunisation Requirements**

As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing employment with MBPH. If you do not provide satisfactory evidence that you have the required immunisation and you have commenced employment, consideration will be given to your ongoing employment and termination may result.

### **Drivers Licence**

A current Victorian driver's licence is required for this position

*All Mildura Base Public Hospital sites, workplaces and vehicles are smoke free.*

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Mildura Base Public Hospital's discretion and activities may be added, removed or amended at any time.*

## **ACKNOWLEDGEMENT BY EMPLOYEE**

I acknowledge having received and read the content of this position description (including but not limited to aspects of the role contained within) and understand the requirements of the position.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Happy WE ARE POSITIVE

### As an organisation

We aspire to be happy in all our dealings with people. Everyday we strive to be the best version of ourselves, and we seek to continuously improve our organisation, ourselves and each other through personal and professional growth. We believe that happy people do their best work. We know that joy in our journey is invaluable to a sustainable and lasting success.

### Individually

- Use positive language in interactions with staff, patients and community
- Honour the work we do and choose candour, respect and kindness everyday
- Focus on the positive aspects of a situation, what is going well and what can be learned
- Share in moments of joy
- Welcome others to MBPH
- Bring an energy to work that is infectious to others
- Provide growth opportunities and effective feedback to staff to ensure they are supported to achieve their best



## Empathetic WE ARE CARING

### As an organisation

We put our patients first, and we listen and deal with their needs. We are compassionate people who make MBPH a place for healing, growth and success for patients, their families and our staff.

### Individually

- Make time to actively listen and understand one another
- Walk in others' shoes
- Consider an individual person's needs when making decisions and recommendations
- Treat others how I would like to be treated
- Recognise and support one another
- Make decisions based on patient's needs and in consultation with others involved in care



## Accountable WE ARE COMMITTED

### As an organisation

We take ownership of the actions and decisions made. We do the right thing in all our interactions. We reward based on great outcomes, and we are transparent in both our successes and failures. We use good judgement and everyday we make our patients' journey better.

### Individually

- Be courageous in challenging the process to get a better result
- Ensure the project is clear on roles, responsibilities and timeframes
- Be engaged throughout
- Keep a 'whole of life' picture
- Comply with Code of Conduct; company policies and procedures; industry standards and legislation
- Be responsible for monitoring the right way to do things.



## Respectful WE ARE OPEN TO OTHERS

### As an organisation

We build effective relationships and emphasise the importance of diversity and inclusion in our workplace. We recognise and value the views and the experiences our staff and patients bring to our organisation.

### Individually

- Show pride in our roles and our workplace
- Recognise and understanding the influence of a person's situation, background and beliefs and how they can be shown due respect
- Include all backgrounds – gender/ age/sex/abilities/race/religion/sexual orientation/culture
- Be aware of assumptions and biases when making decisions
- Take care of and sustain our workplace, equipment and environment
- Embrace awareness for other perspectives and experiences



## Team-based WE ARE ONE TEAM

### As an organisation

We do our best work when we collaborate within and across teams. Everyday we strive to be our best selves. We know that individual differences can strengthen teams and we trust and respect each others' contribution. We make sure we have the right people in the right jobs with the right tools, resources and equipment. And we know, no single person is bigger than the team.

### Individually

- Acknowledge contributions of team members
- Seek to understand the bigger picture, collaborate with others openly and honestly
- Lend a hand, always
- Encourage connections with relevant internal and external stakeholders to meet patients' needs
- Collaborate and share knowledge within and across teams
- Connect with exceptional industry leaders to build capabilities
- Recognise and foster talents in others

## LANGUAGE WE USE

"I choose..."  
"I care..."  
"I prefer..."  
"I will..."  
"I can..."  
"Is there a better way to do this?"  
"Can we explore that more so I can understand it better?"  
"We will...us...we can..."

## LANGUAGE WE DON'T USE

"I have to..."  
"I must..."  
"If only..."  
"Ah well, that is because of XYZ..."  
"Our processes do not let us do it"  
"Things have always been done this way"  
"Them and us"

## THINGS WE DON'T DO

- Negativity, sledging, rumours or gossip
- Unprofessional, inconsistent or showing lack pride in our work
- See only problems, block progress
- Wait for others to do the work
- Do nothing
- Find fault, see obstacles
- Victim mentality
- Lack of understanding for others' needs
- Emphasis on status, hierarchy, egos
- Ignore, disregard and show lack of appreciation for a person's situation, background and experience when making decisions and reacting to situations
- We will not waste others' time or keep people waiting
- Dismiss the efforts of others to achieve an outcome

