

Position Description

HR Business Partner, Recruitment

Why work with us

Every child and young person deserves a great education.

We have a strategy that aims to unlock every child’s potential now and into the future, one that in partnership with learners, students, parents and the wider South Australian community will build a world-leading public education system. One that is equitable and prioritises learning and wellbeing.

Together we will make our education system the best it can be.

When our children and young people thrive, so do our communities and our state.

Our values

We are part of the South Australian public sector and share the values of:

							
SERVICE	PROFESSIONALISM	TRUST	RESPECT	COLLABORATION & ENGAGEMENT	HONESTY & INTEGRITY	COURAGE & TENACITY	SUSTAINABILITY
We proudly service the community and the South Australian Government.	We strive for excellence.	We have the confidence in the ability of others.	We value every individual.	We create solutions together.	We act truthfully, consistently, and fairly.	We never give up.	We work to get the best results for current and future generations of South Australians.

About People and Culture

People and Culture is vital in building the department’s culture, strengthening leadership and improving people processes and systems to ensure success now and into the future.

We are focused on understanding the workforce needs of our schools and preschools through a business partnership approach that challenges old ways of thinking, finds solutions to complex problems and delivers outcomes aligned to improvement. Put simply, our mission is to ensure the department is ‘people ready’ by knowing what matters, keeping it simple, and adding value.

About this role

The HR Business Partner, Recruitment (HR BP, Recruitment), leads the strategic recruitment of teaching and ancillary staff, with a focus on sourcing talent for hard-to-fill and critical roles. The HR BP, Recruitment delivers high-level advice and expert guidance to stakeholders, ensuring that all recruitment practices align with current and emerging workforce needs and support the department’s strategic priorities.



A major responsibility is the design, implementation, and management of targeted talent pools. The HR BP, Recruitment initiates and oversees candidate sourcing strategies, drives effective candidate engagement and management practices, and provides comprehensive, data-driven reporting to executive leadership on talent availability and workforce trends.

In addition, the HR BP, Recruitment leads workforce initiatives, particularly for regional areas and priority roles, to promote sustainable and effective staffing outcomes across the department. The HR BP, Recruitment also contributes to the development and implementation of People & Culture (P&C) policies and initiatives, applying specialist knowledge of current government legislation, policy, and procedures to ensure robust compliance and HR best practice at all times.

Position title	HR Business Partner, Recruitment
Classification	ASO7
Division	People and Culture
Directorate	Workforce Management
Location	31 Flinders Street, Adelaide, with flexible working arrangements available
Reports to	Manager, recruitment Services
Direct reports	Nil
Role description date	April 2026

What you will do (key outcomes)

1. Provide high-level, strategic recruitment services across multiple portfolios, delivering expert advice and guidance to site leaders and executive teams. Assess and manage risks associated with complex and sensitive workforce and recruitment matters, ensuring alignment with departmental priorities and compliance with relevant legislation and policy frameworks.
2. Lead the design, implementation and management of targeted talent pools for critical workforce needs, including the establishment of talent pipelines and innovative sourcing strategies. Provide expert support and direct communication to candidates throughout the recruitment lifecycle. Lead data management, reporting and analysis activities to inform evidence-based workforce planning and strategic recruitment decision-making.
3. Initiate, plan and lead the implementation of targeted recruitment and workforce initiatives to address critical hard-to-fill and regional staffing shortages. Develop and drive innovative sourcing strategies and campaigns including international recruitment when required, in partnership with key stakeholders. Monitor and evaluate initiatives to ensure operational effectiveness and evaluate outcomes to support a sustainable and capable workforce.
4. Manage high-level recruitment, workforce projects and operational initiatives under direction by senior leadership. Provide expert advice and implement innovative solutions to drive continuous improvement in recruitment practices, support organisational effectiveness, and promote best practice across all workforce activities.



5. Design and deliver integrated, high-quality recruitment services and solutions in collaboration with multi-disciplinary People & Culture teams. Foster effective partnerships to ensure recruitment initiatives are aligned with organisational workforce planning strategies and best practices.
6. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.


The capabilities you will bring (key competencies)

- **Strategic recruitment and talent management:** Demonstrated experience leading end-to-end recruitment, selection and deployment activities within a large and complex workforce, including managing high-volume or hard-to-fill vacancies and building sustainable talent pipelines.
- **Written and verbal communication:** Advanced communication skills, including the ability to prepare high-quality written briefs, reports, and recommendations for senior audiences, and to convey complex information clearly and persuasively to a range of stakeholders.
- **Project management:** Ability to lead and deliver recruitment and workforce projects, including planning, implementation and evaluation of initiatives that address critical staffing needs. Ability to effectively manage competing priorities, monitor timelines and engage stakeholders to ensure all projects are completed on time, within scope, and deliver the intended workforce outcomes.
- **Autonomy:** Demonstrated ability to work independently, exercising sound judgement in prioritising recruitment activities, managing competing priorities, and delivering outcomes in fast-paced and evolving workforce environments.
- **Stakeholder engagement and relationship management:** Demonstrated advanced communication and interpersonal skills, with a proven ability to build and maintain effective partnership with a diverse range of stakeholder. Works collaboratively with leaders, People & Culture teams, and other key partners to identify and address workforce needs, ensuring recruitment outcomes support organisational goals.
- **Analytical thinking and data management:** Proven experience managing recruitment and talent pool data, using reporting and labour market insights to inform sourcing strategies, monitor pipeline health, and support evidence-based workforce planning.
- **Knowledge:** Proven understanding of contemporary recruitment and talent acquisition practices, including attraction strategies, candidate engagement, and awareness of emerging workforce trends, alongside knowledge of relevant government legislation, policies, and procedures.

Who you will work with (key relationships)	Qualifications
Manager, Recruitment Services Recruitment Team Human Resources Business Partners Workforce Management (Managers, Leads) Senior Leadership People Support team	Essential: Nil Desirable: A Tertiary qualification in Human Resources, Organisational Development or Business Management



Corporate responsibilities	Special conditions
<p>Keep accurate and complete records</p> <p>Act appropriately in line with the Public Sector Code of Ethics at all times</p> <p>Support diversity and promote an inclusive workplace for everyone</p> <p>Maintain a commitment to Work Health and Safety legislative requirements</p>	<p>You may need a current driver's license and be willing to drive</p> <p>You may be asked to work out of hours</p> <p>You may need to travel within or outside South Australia</p> <p>You need to achieve mutually agreed performance goals</p> <p>You must have a current Working with Children Check</p> <p>You must do Responding to Risks of Harm, Abuse and Neglect – Education and Care training</p> <p>You must be an Australian resident or provide evidence you have a current work permit</p>

<p>Assessed by: Ashleigh Gepp, P&C Advisor</p>		<p>Approved by: Kristen Mangelsdorf, Asst. Director, Workforce-Exec & Strategic Projects</p>	
<p>Date: May, 2026</p>		<p>Date: May, 2026</p>	