

Talent Specialist - Position Description

POSITION TITLE	Talent Specialist
DEPARTMENT / INDUSTRY	People and Culture
AWARD / AGREEMENT	Award Free
CLASSIFICATION / GRADE	Manager Grade 1

About YMCA South Australia

“We work together from a base of Christian values to provide opportunities for all people to grow in body mind and spirit” (our mission).

YMCA South Australia is an accredited social enterprise, non-profit, and locally governed leader in our sector, serving the South Australian community for more than 175 years. With more than 1,200 like-minded colleagues (and growing), we deliver programs and services across the state in settings including schools and early learning centres, community recreation centres, swimming pools, gymnastics centres, allied health services, health and fitness facilities, community centres, camps and youth services.

Our aim is to develop the whole person, helping all South Australians connect with a better life. Not only their physical fitness and capabilities, but also their sense of identity, purpose, hope and dignity; psychological health; resilience; social connectedness; lifelong learning; and their own contribution back into the community. All the elements that together constitute a full, healthy, productive, and satisfying life. We bring all of this together through an integrated social impact framework, so our efforts add up to something greater than any single program.

As a preferred employer, we invest in our people as much as we invest in our community.

Our vision (FY27-30) is **“Whole people. Strong communities. South Australia flourishing.”**

The Y Factor

YMCA South Australia’s culture is characterised by what we call “the Y Factor” – **“genuine care for the whole person, for every person.”** This ethos runs deep at the Y, being evident in our rich history of positive change around the world. This kind of authentic concern for others opens the opportunity for deeper and more profound impact – both on the community’s wellbeing and our own as staff and volunteers. The YMCA is an environment in which everyone is to be recognised and appreciated as the unique and inherently valuable person they are. A place in which every person can “grow in body, mind and spirit”.

For further information regarding YMCA South Australia, please visit www.sa.ymca.org.au.

Position Summary and Requirements

“As a member of staff at YMCA South Australia, this position requires you to work as part of a team committed to goals and mission that actively fosters community participation and involvement.”

The Talent Specialist leads recruitment into Children's Services and works across the whole arc of it: what a site requires, who we attract, who we appoint, whether they commence, and whether they remain. What that final stage reveals informs how we recruit next.

This is a partnering role. The position works closely with Directors and Regional Managers, develops a practical understanding of the sites it supports, and assists them to identify the most effective response to a staffing need, which is not always a new appointment. Selection is undertaken in partnership with the site rather than on its behalf, recognising that an appointment succeeds only where the site is committed to the person.

Who we hire shapes the experience of every child and family in our services. This position is accountable for the calibre of the people we bring in and whether they stay, not only for the speed with which a vacancy is filled. Alignment with the Y Factor and our safeguarding expectations carries the same weight as technical capability, because the people we appoint carry our culture into every service.

Areas of accountability	Key duties
Site Partnership	- Establish and maintain trusted working relationships with Directors, Assistant Directors, and Regional Managers. - Ensure sites are genuinely involved in selection, so that appointments carry the site's commitment from the outset. - Keep sites informed of the progress of their recruitment, and raise issues with them promptly and directly.
Attraction and Sourcing	- Work with Directors and Regional Managers to establish what a site requires, and to determine whether existing employees with capacity for additional hours can meet that need. - Where recruitment is the appropriate response, agree the approach with the site and progress it in a timely manner. - Write and place job advertisements that reflect the YMCA South Australia employer brand and attract candidates aligned with the Y Factor. - Manage the careers inbox and Expressions of Interest, maintaining candidate engagement. - Develop talent pools ahead of known and seasonal demand, so that recruitment does not commence from scratch on each occasion. - Represent the Y at careers events, expos and other external attraction activity, and develop relationships with training providers and industry networks that generate candidates.

Selection	• Screen and shortlist applicants, and coordinate and conduct interviews with Directors. • Assess candidates against the Y Factor, our values, our safeguarding expectations, and role requirements. • Conduct reference checks where required, including by phone. • Ensure recruitment practices are fair, consistent and inclusive, and that selection decisions can be explained. • Manage the candidate experience from application through to outcome, including advising unsuccessful candidates in a timely and respectful manner, recognising that they are often members, parents and community members.
Onboarding and Start	• Provide People and Culture Operations with the information and documentation required to progress a contract. • Follow new starters through to a confirmed commencement and completed training shifts, and intervene where a starter is at risk of not proceeding.
Practice and Continuous Improvement	• Maintain the tools, templates and guidance that support recruitment within scope. • Maintain accurate and confidential recruitment records. • Ensure recruitment activity complies with organisational policy, legislative requirements and safeguarding obligations. • Coach and support hiring managers to lift the quality and consistency of their involvement in the process. • Identify recruitment and workforce trends and raise them with the People and Culture team and Children's Services management as appropriate. • Identify and propose improvements to recruitment practice, in consultation with the People and Culture Operations Lead and Head of People and Culture. • Undertake additional duties commensurate with knowledge, experience and classification, as directed.
Reporting and Evaluation	• Monitor the retention of new starters beyond commencement, including whether they remain employed and rostered across their first year. • Report on recruitment activity, new starter retention and emerging risks, identifying where issues are concentrated. • Evaluate whether our attraction, selection and onboarding approach is producing employees who remain, and adjust it where it is not. • Work with sites to understand and address the drivers of poor retention among new starters.

Key Relationships

Reporting to:	People & Culture Operations Lead
Direct Reports:	Nil
Key Internal Relationships:	Directors and Assistant Directors Regional Managers People and Culture team, including Operations and Advisory YMCA staff and volunteers
Key External Relationships:	Candidates and applicants Advertising and job board providers Training providers and industry networks
Safeguarding Category	Non-Child-Facing Role

Selection Criteria

Qualifications and Licences – Essential

- National Police Check (NPC) (must be within 6 months of issue date).
- International police check (for applicants who have worked overseas in the last 5 years).
- DHS South Australian Employment Working with Children Check (WWCC).
- RRHAN-EC Masterclass – Responding to Risks of Harm, Abuse and Neglect – Education & Care.

Knowledge, Skills, Abilities and Experience - Essential

- Experience in recruitment, including sourcing, screening and interviewing.
- Ability to build credible working relationships with operational leaders.
- Ability to assess values alignment as well as technical capability, and to make that assessment consistently and fairly.
- Sound judgement in assessing candidate suitability, and the confidence to raise concerns and hold a position.
- Ability to work autonomously, set priorities and manage a varied workload with limited direction.
- Understanding of safeguarding obligations in a child related environment.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Strong attention to detail and follow through.
- Ability to learn and navigate different systems quickly.

Knowledge, Skills, Abilities and Experience - Desirable

- Experience recruiting across multiple sites and geographic locations.
- Experience in children's services or education.
- Relevant tertiary qualification in human resources, business or a related field.
- Experience with human resources, recruitment or workforce systems.

Personal Attributes

- Demonstrates a commitment to the YMCA's mission and can role-model the "Y Factor" to others.
- Creates a fun and exciting work atmosphere that is hardworking, and goal orientated.
- Demonstrated ability to work effectively both independently and as part of a team.
- Creates a welcoming atmosphere by engaging all people in a friendly and approachable manner.
- Works as part of a team and shows professionalism.
- Punctual in both attendance on shift and attendance at staff meetings.
- Promptly responds to customers' needs or concerns.
- Recognises and acts on the need for support and will accept and delegate responsibility when required.
- Models, demonstrates, and teaches positive values like caring, honesty, respect, and responsibility.
- Maintains high standards of presentation and personal grooming.

Safeguarding Children and Young People

For young people to be inspired, they must Feel Safe and Be Safe. As part of our Safeguarding Strategy at the Y, we have developed our Safeguarding Framework which aspires to ensure that all Children and Young People are safe and feel safe at the Y, in their families and in their communities.

Our Safeguarding Framework aims to develop:

- A safe culture nationally which empowers Children and Young People by promoting Children and Young Person focused leadership and governance.
- Safe operations to ensure Y People have the right policies, processes and practices to keep Children and Young People safe; and
- Safe environments at the Y and in communities which empower Children and Young People to thrive.

All Y People are integral to ensuring the implementation of our Safeguarding Framework across the Y. Y People in Direct Contact Roles will do this by:

- Upholding the rights of and always acting in the best interest of Children and Young People.
- Fulfilling your responsibilities under safeguarding legislation within your State, including declaring anything you become aware of through the course of your engagement with the Y which a reasonable person would consider could impede your suitability to have contact with Children and Young People.
- Supporting your colleagues, supervisors and/or direct reports to understand their responsibilities under safeguarding legislation.
- Participate in all required Safeguarding Children and Young People training for your role.
- Report any suspicions, concerns, allegations or disclosures of alleged child abuse or neglect in line with policies and procedures.

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- Actively participate and contribute to continuous improvement of Safeguarding policies, procedures and practices.
- Maintaining appropriate vetting checks including, but not limited to, Working with Children Checks (or equivalent), National Police Check and International Police Check (as required).
- Support the facilitation of safe operations to ensure Y people have the right policies, processes, and practices to keep children and young people safe.
- Speaking up about any safeguarding risks and/or concerns to ensure that you are supporting the continuous improvement of our spaces and safeguarding practice.
- Complete appropriately detailed risk assessments to address any vulnerabilities to children and young people as required.
- Empower all children and Young People to have a voice particularly in matters that affect them.
- Actively educate, promote and advocate the protection and safety to all children and young people, families and their communities.

Work Health and Safety

You will be required to:

- Familiarise yourself with all policies, procedures, and work practices of YMCA South Australia.
- Maintain currency of knowledge in relation to work health and safety.
- Maintain a working knowledge and understanding of your centre's Emergency Action Plan.
- Take responsibility for your own health and safety and the safety of the work environment.
- Ensure that your actions and omissions do not adversely affect the health and safety of other persons.
- Comply with all reasonable instructions in relation to work health and safety, including YMCA South Australia's policies and procedures as amended from time to time.
- Assist YMCA South Australia to provide an inclusive workplace by adhering to YMCA South Australia's Access and Inclusion Policy and applicable equal opportunity laws as amended from time to time.
- Inform your manager of any issues or concerns that may affect your ability to perform your role safely.
- Promote a positive safety culture by contributing to the health and safety consultation, communication, and action.
- Respond to plant and building emergencies and act as chief warden in an emergency evacuating the Centre if required.

Approval of Position Description

Date created or revised:	12 October 2026
Approved by:	Annaleisa Hart, Head of People and Culture

Acknowledgement of Incumbent

I acknowledge that I have read and understood the requirements of this position.

Name:	
Signature:	
Date:	