

Position details

Title of Position:	Recruitment Advisor
Reports to (position title):	Talent Acquisition Lead
Division:	People and Safety
Function:	Talent Acquisition
Number of Direct Reports:	Nil
Grade:	4

Health, Safety & Wellbeing

ElectraNet is committed to co-creating a workplace of choice and enriching the communities in which we operate.

As an industry leader, ElectraNet is at the forefront of the clean energy transition. We are socially and environmentally ambitious, and our continued commitment to developing, operating and maintaining our network in a way that creates opportunities for people and nature to thrive is essential to achieving our vision of energising South Australia's Clean Energy future.

Our commitment also drives our focus to create a physical and psychosocial environment that supports the health, safety and wellbeing of our people.

We all contribute to ElectraNet's workplace culture and have a duty of care to ourselves and one another to work safely, assess and manage risk, courageously speak up and promptly report any unsafe working practices, hazardous working conditions or security threats and to collectively learn and grow from every opportunity.

Position Overview

The Recruitment Advisor is responsible for driving and operationalising effective talent acquisition strategies to source critical resources required across the business. They will proactively participate in a broad range of end-to-end recruitment related activities, providing guidance and advice and driving timely outcomes to ensure an excellent stakeholder experience. They will think creatively at ways to enhance ElectraNet's employer brand and engage meaningfully with stakeholders to build a pipeline of talent for future opportunities.

The Recruitment Advisor works collaboratively across the business, partnering with leaders to develop an intimate understanding of the business, its structure, roles, and responsibilities, to be able to proactively identify potential talent internally and externally, and promote both these opportunities and the business. They thrive in a fast paced and demanding work environment, effectively managing high volume, technically complex recruitment needs across a diverse stakeholder group.

Success in this role is characterised by the timely delivery of high-quality recruitment outcomes, the ability to build relationships across the business and implement innovative attraction strategies that support the business' growth and diversity.

Key Responsibilities

Operational & Technical

Working under general supervision, you will be responsible for driving effective recruitment outcomes, working within established frameworks and with guidance from the broader People Team.

Partner with the business to proactively drive high-quality recruitment outcomes:

- Collaborate with Leaders and People Advisors for recruitment brief.
- Develop advertisements, screening questions and interview templates.
- Manage advertisements across multiple platforms, using Success Factors.
- Plan for and undertake shortlisting, interviews, references, and pre-employment checks, effectively driving recruitment activities across multiple vacant positions concurrently.
- Build rapport with candidates to understand their drivers and motivators, promoting ElectraNet's employee benefits where they align.
- Successfully influence and negotiate employment terms and conditions with applicants, including employment contracts, in accordance with ElectraNet's policy and frameworks.
- Partner with third party providers for migration support/visa nominations and relocations.
- Manage recruitment practises and data methodically, effectively utilising Success Factors as an internal candidate management system.
- Ensure meaningful and timely communication with all stakeholders, including unsuccessful notifications, to maximise the candidate/leader experience.

Lead innovative talent acquisition strategies and position ElectraNet as an employer of choice:

- Proactively develop a talent pipeline using LinkedIn Recruiter and Seek Search functions.
- Collaborate with marketing teams on opportunities to build and expand the employer brand.
- Lead and coordinate international and national recruitment campaigns.
- Establish a preferred supplier panel with external agency for bespoke roles.
- Lead candidate attraction strategies that drive greater diversity and inclusion.
- Develop broad external networks, to promote and advocate ElectraNet opportunities across industry events and forums.
- Develop, maintain and continuously improve recruitment practises, providing guidance and advice to stakeholders to ensure best for business outcomes.

Behavioural

- Build and maintain strong working relationships with and between internal and external stakeholders, delivering a high level of customer service.
- Create and develop a respectful workplace environment that values cultural diversity, innovation, open discussion and cross functional collaboration to help drive high performance.
- Lead by example; role model desired behaviour and priorities, demonstrate personal accountability for self-development and for achieving quality and timely result.
- Carry out the role in a professional and ethical manner and in accordance with ElectraNet's values, Code of Conduct and other policies.

Significant Working Relationships

- ElectraNet Leaders
- Third party providers (Recruitment agencies, Migration and Relocations Consultants)
- People Team

Equipment & Technology Used

- Success Factors
- LinkedIn Recruiter
- Microsoft Office Suite

Selection Criteria**Knowledge & Experience****Essential**

- Demonstrated experience in a similar role, providing high-level support within a fast-paced, customer-orientated, corporate environment (as a guide, 3 + years).
- Demonstrated positive and flexible attitude with a willingness to take on a wide range of tasks and adjust to competing priorities.
- Demonstrated understanding and application of contemporary recruitment practices.
- A proactive professional with strong interpersonal skills and a customer-focused approach able to forge strong working relationships with a broad range of people.
- Strong work ethic with the ability to act decisively and initiate urgent action to overcome problems, to deliver value and provide customer-orientated solutions.
- Strong planning and organisational management skills supported by strong written and oral communication skills.
- Superior attention to detail, organisation, and prioritisation skills.
- Demonstrated experience successfully prioritising and managing work tasks and deliverables.
- Proven continuous improvement focus and willingness to challenge the status quo.
- Ability to use tact and discretion in dealing with sensitive and confidential matters.
- Flexible approach to working hours and after-hours commitments.

Desirable

- Experience with SAP Success Factors.
- Experience using LinkedIn Recruiter / Seek Search functions.
- Experience recruiting technical or engineering related positions.

Qualifications

- Qualifications in Business Management, Human Resources, Psychology, or other relevant discipline (essential)
- Valid Australian Car Driver's Licence (or eligibility to obtain one) (desirable)

NOTE: Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.

Background Checks

Pre-employment checks, including background and security checks (such as global criminal checks) are required for this position, completed prior to commencement and repeated on a regular basis after appointment.



Position Description

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