



Position title: Talent Advisor
Reporting to: Director of People & Culture
Hire Type: Full-Time – Parental Leave Contract
Prepared: April 2025

Overview

Mentone Grammar is a K-12 co-educational School. The School is an open-entry school, drawing students from local Bayside and surrounding suburbs. The School became co-educational in 2006 and adopted a unique Together-Apart-Together model of education, which has resulted in continual growth. The School has a strong philosophy of ensuring that students are happy, healthy, and high achieving.

Values

Respect – We value other people and their thoughts and feelings. We listen to them, are truthful towards them and accept them as individuals.

Caring – We look after ourselves, our friends and our families. We support and encourage each other. We can care for everyone in some way.

Resilience – Whatever bad times we go through we can bounce back again. We can seek help to “let go” of what is stopping us from being “ourselves”.

Service – We work voluntarily to help others without expecting anything in return.

Discipline – We form good habits to help us achieve high standards. We have high standards of social behaviour, dress, time management and work ethic.

Endeavour – We strive to do well even if it’s hard work. We have the courage to stand up for what we believe in.

Integrity – We know what is right and wrong and act accordingly. People can rely on us to do what is right.

Primary Purpose of the Role

As the Talent Advisor, you will report to the Director of P&C, with a dotted line to the People & Talent Partner (P&T Partner). In this role, your primary responsibilities include collaborating with Hiring Managers to understand their recruitment needs and facilitating the recruitment process, from job brief to offer. Additionally, you will work with the People & Talent Partner to contribute to the development of sourcing and selection strategies aimed at attracting top talent. The Talent Advisor will also support managers by delivering a variety of recruitment-related tasks.

In addition to recruitment, you will serve as the key point of contact for staff Parental Leave queries, support the P&T Partner with WorkCover and Return to Work related tasks, and contribute to various P&C recruitment related projects as needed.



Main Responsibilities

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.

- End-to-end recruitment is the primary focus of this role. As the key recruiter within the P&C team, you will be responsible for the end-to-end recruitment for the majority of open positions, from job brief to final offer.
- Partner with hiring managers, providing expert guidance throughout the recruitment process.
- Develop and review position descriptions, advertisements, interview guides, and other recruitment materials.
- Ensure adherence to hiring approval processes and recruitment procedures at all times.
- Liaise with candidates and provide advice and guidance on a range of recruitment related queries in a timely manner.
- Contribute to the implementation of effective attraction, recruitment, and selection strategies.
- Collaborate with the P&T Partner to leverage innovative, and effective recruitment methods for attracting passive candidates and build a robust talent pipeline and maintain active engagement through various channels.
- Provide relevant data for the P&C Board report and other reports/surveys as requested.
- Support the P&T Partner with the coordination and participation in recruitment activities, e.g.: Information Evenings and Networking Events.
- Work with and build relationships with Recruitment Agencies.
- Ensure recruitment spreadsheets are kept up to date and accurate in a timely manner.
- Ensure all staff files are compliant for audit purposes: CVs, Cover Letters, Interview Notes, Reference Checks, Employment Checks etc.
- Work closely with Payroll regarding new hires, including staff variations.
- Provide support as requested to assist with Short Term Leave Covers.
- Provide recruitment administration support as required to ensure recruitment administrative tasks (advertising, interview set-up, interview packs, reference checks, contracts and variations paperwork etc.) are completed in a timely and efficient manner.
- Coordinate and/or support recruitment related projects as required.
- Work with the wider P&C team providing support with the onboarding of new staff, ensuring new starter data is communicated with relevant stakeholders and entered into relevant systems in a timely and accurate manner.
- Provide support with New Staff induction processes across the School, working in conjunction with P&C and other relevant stakeholders.
- Support the P&T Partner with the coordination of New Staff Induction days.
- Responsible for regular reviews/audits of the Staff Handbook – ensure all sections are updated and reviewed with relevant staff/departments at least once a term or prior to new staff commencing.



- Responsible for monitoring all fixed term contracts:
 - Be fully informed about Fixed Term Conversion (extension) laws ensuring we are compliant.
 - Ensure contract reporting is up to date and accurate within the recruitment spreadsheet at all times.
 - Ensure timely communication is sent to staff on contracts coming to an end and work with the P&C Administrator for offboarding.
 - Contract Extensions:
 - Upon receiving approval from the P&T Partner, coordinate the contract extension process:
 - i. ensure the extension is legally compliant - confirming compliance with the P&T Partner prior to any action – if extension does not comply with laws, escalate the matter to the P&T Partner for further action
 - ii. communicate in a timely manner with the contractor/staff member
 - iii. complete necessary paperwork and system updates etc.
 - iv. update the Contracts tab in the recruitment spreadsheet
- Parental Leave
 - Act as the key point of contact for staff with Parental Leave queries.
 - Maintain up to date and accurate data in the recruitment spreadsheet.
 - Stay abreast of Parental leave laws.
 - Follow the parental leave process for all staff (e.g. deadlines, medical certificates, leave entitlements, keeping in touch days etc.).
 - Liaise and coordinate with staff on parental leave regarding requests for Keeping in Touch Days and returning to work. Refer any flexible work requests to the P&T Partner to manage.
 - Work closely with the P&T Partner regarding recruitment needs – parental leave covers, extensions, and requests to return early etc.
- WorkCover and Return to Work administration support as needed
- Other:
 - Contribute to the ongoing review and development of the P&C Manual
 - Support Staff Professional Learning / Health and Wellbeing activities as required
 - Support the coordination of Staff focus groups as required

Other Duties

- Perform various other duties as requested by your manager and / or the School

Key Relationships

Director of P&C	Hiring Managers
People & Talent Partner	P&C Exec
P&C team	Staffing Grid Coordinator / Timetabler
Payroll	Recruitment Agencies, Providers, VECCI, ISV, Aurion, WorkCover Insurer
Daily Organiser	



Skills, Experience and Qualifications

- Previous recruitment experience within a School is highly advantageous
- Demonstrated experience (3+ years) in the management of the end-to-end recruitment lifecycle essential
- Previous experience with onboarding and induction of new staff
- Previous experience providing exceptional recruitment administrative support in a busy work environment essential
- A well-developed knowledge of, and experience in, the application of contemporary recruitment procedures and practices
- Strong stakeholder engagement skills
- High attention to detail, time management, ability to manage competing priorities and administratively efficient essential
- Strong customer service skills and ability to communicate verbally and in writing essential
- Proven proficiency in MS Office Suite (specifically Excel) and HR information systems (Aurion preferred)
- Have a good sense of humour, exceptional interpersonal skills and high emotional intelligence with demonstrated ability to build authentic, collaborative and productive relationships.
- Sense of humour

Qualifications

- Relevant tertiary qualifications in Human Resources (or working towards) advantageous
- Working with Children's Check
- National Crime Check

Knowledge, Skills and Personal Attributes

- Possess a positive outlook, exceptional interpersonal skills and high emotional intelligence with demonstrated ability to build authentic, collaborative and productive relationships
- Accountable for their work and their actions and have a high concern for the quality of their own work, reflected in a sense of urgency and a high attention to accuracy and detail
- Effective conflict resolution and negotiation skills
- Ability to take initiative within prescribed limits
- Ability to deal with people with tact and diplomacy
- Ability to establish and maintain positive working relationships both internally and externally
- Ability to perform under pressure
- Ensure adherence to all School policies, procedures and the organisational goals, values and principles
- Ensure the appropriate care and use of School assets and equipment at all times
- Positively and actively demonstrate the School's workplace values

Mentone Grammar Policies: Risk Management, Occupational Health and Safety and Child Safety

Staff are expected to:

- Adhere to and implement all working practices and procedures in accordance with Mentone Grammar School's Risk Management and Occupational Health and Safety Policies
- Monitor and take full care of health and safety of self and others within area of responsibility
- Participate, where required, in the resolution of safety issues
- Ensure familiarity and compliance with the School's Child Safe Policy, Code of Conduct and Procedures.



Child Safe Standards

Mentone Grammar has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse.

- Mentone Grammar (the School) is committed to protecting its students from all aspects of harm, and has established strategies, practices, policies, and procedures to uphold this public commitment.
- The School takes a zero-tolerance approach to any behaviours that jeopardise student safety and wellbeing (including child abuse and reportable conduct). The School regards its student safety responsibilities with the utmost importance and strives to deliver an educational curriculum that promotes the School's ethos, vision, and values of Caring, Respect, Integrity, Endeavour, Service, Discipline and Resilience.
- All members of our Community must comply with Mentone Grammar's Student Safety and Protection Policy and Procedures and its associated policies. The policies were developed in accordance with Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and Boarding Premises.

Mentone Grammar Policies can be found at: www.mentonegrammar.net/policies

Disclaimer

The Principal reserves the right to modify the recruitment process based on the needs of Mentone Grammar. The purpose of this description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Mentone Grammar School reserves the right to modify this job description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.