



**Swan Hill
District Health**
Connected Care. Best Experience.



Inclusive

Compassionate

Progressive

Accountable

Talent Acquisition Officer

Part-time (0.8 FTE)

A part-time position is available for a **Talent Acquisition Officer** to join our enthusiastic team of Health Professionals in the People and Culture department at Swan Hill District Health.

The Position

Join Swan Hill District Health and play a pivotal role in shaping our workforce and supporting the delivery of connected, person-centred care. As a Talent Acquisition Officer, you'll partner with hiring managers across clinical, operational and corporate teams to deliver contemporary, end-to-end recruitment solutions. From advertising and sourcing to selection and onboarding, you'll ensure a positive candidate experience while maintaining strong governance and compliance.

This is an ideal opportunity for a proactive recruitment professional who thrives on stakeholder engagement, manages multiple priorities with ease, and enjoys improving recruitment processes. You'll represent SHDH as an employer of choice and contribute to workforce growth that makes a real difference in our community. If you're passionate about inclusive recruitment, service excellence and working in a values-driven health organisation, we'd love to hear from you.

You Bring

- Tertiary qualification in HR, Business or related field, or equivalent relevant experience (desirable but not essential)
- Demonstrated ability to deliver end-to-end recruitment in a complex or multi-disciplinary environment
- Strong stakeholder engagement, advisory and communication skills
- Sound knowledge of employment legislation, merit-based selection and contemporary recruitment practices
- Proven capability to manage multiple priorities, meet deadlines and maintain attention to detail
- Experience using recruitment or HR systems and maintaining accurate records
- Commitment to inclusive, respectful workplace behaviours and organisational values
- Alignment with a community-focused, values-driven health service and collaborative ways of working

Mandatory requirements

- Current National Police Check, or willingness to obtain.
- Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers).

About Swan Hill: Swan Hill is situated in North-West Victoria. Located on the beautiful banks of the Murray River with multiple tourist attractions and community events in the surrounding region.

About Swan Hill District Health: Swan Hill District Health is a 143 bed (including Aged Care), fully integrated rural public health facility servicing a greater community of around 35,000 people. At Swan Hill District Health (SHDH), our vision is to provide connected care, best experience for our community.

SHDH is a compassionate, family friendly employer where every employee is a valued team member. Whilst encouraging and supporting work/life balance, SHDH also provides:

- ®A dynamic workplace
- ®Discounted Corporate gym memberships
- ®Salary Sacrifice/Packaging
- ®Professional Development opportunities
- ®Employee Assistance Program

Attract Connect Stay; our community are excited to see you and your family arrive. Let us help you connect; schools, partner employment, clubs, housing and the things that matter to you when building your new life.

This vacancy is being readvertised to attract additional candidates. We kindly ask that those who were not successful in the previous recruitment process refrain from reapplying.

To apply for this position please email your Cover letter responding to the Key Selection Criteria, up-to-date CV and a completed application for employment form, to employment@shdh.org.au.

You will find the position description and application form on our website – [Vacant positions](#)

Swan Hill District Health is an equal opportunity employer committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability. If you require any reasonable adjustments to the recruitment process or the role, please let us know by contacting employment@shdh.org.au

Applications close: 9am 3rd July 2026

Swan Hill District Health reserve the right to interview and appoint candidates prior to this date.



Position:	Talent Acquisition Officer
Classification:	Manager and Administrative Worker – Grade 3
EBA/Award:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement.
Department:	People & Culture
Reports to:	Operational Manager People & Culture
Last Review Date:	May 2026
Position Summary:	<p>The Talent Acquisition Officer plays a key role in supporting workforce growth and service expansion by delivering responsive, contemporary recruitment solutions across the organisation.</p> <p>Reporting to the People & Culture Manager, this position partners with hiring managers to manage both internal and external end-to-end recruitment activities, including advertising, candidate attraction, interview coordination and onboarding support. This role requires strong stakeholder engagement, a focus on candidate experience and the ability to maintain accurate recruitment and compliance records while providing expert administrative and advisory support throughout the recruitment lifecycle</p>
Responsibilities:	<p>Stakeholder Partnership & End-to-End Recruitment</p> <ul style="list-style-type: none"> • Partner proactively with Hiring Managers and HR Business Partners across SHDH to plan, coordinate, and deliver end-to-end recruitment services for a diverse range of clinical, operational, and corporate roles. • Act as a trusted advisor to Hiring Managers by providing expert guidance on recruitment options, selection approaches, timelines, and best practice. • Ensure recruitment processes align with organisational priorities, workforce plans, industrial obligations, and SHDH values. • Build and maintain strong, professional working relationships with internal stakeholders, recruitment agencies, and external partners. • Represent SHDH at job seeker, careers, and attraction events as required, promoting SHDH as an employer of choice. <p>Recruitment Support</p> <ul style="list-style-type: none"> • Develop and deliver contemporary, fit-for-purpose recruitment solutions that respond to workforce demand, skill shortages, and organisational priorities. • Work collaboratively with Hiring Managers and Business Partners to: <ul style="list-style-type: none"> ○ clarify role requirements and capabilities ○ identify appropriate attraction strategies ○ confirm selection methodology and timeframes ○ Support workforce planning and resourcing activities, including hard-to-fill, high-volume, and critical roles. • Provide clear, practical advice on: <ul style="list-style-type: none"> ○ internal vs external recruitment options

- direct sourcing and agency use
- inclusive and equitable recruitment practices
- realistic recruitment timelines and dependencies.

Advertising & Sourcing

In consultation with the Hiring Manager, the Talent Acquisition Officer will:

- Draft, review, and maintain accurate and compliant position descriptions and selection criteria.
- Prepare clear, engaging, and inclusive job advertisements that reflect SHDH branding and values.
- Coordinate and place advertisements across approved platforms, ensuring cost-effective and targeted attraction.
- Manage internal and external recruitment campaigns from posting to closure.
- Actively support talent pooling and sourcing initiatives to build sustainable candidate pipelines.
- Ensure all applications are acknowledged, tracked, and managed appropriately.

Candidate Management

In collaboration with the Hiring Manager, the Talent Acquisition Officer will:

- Manage the candidate experience from application to appointment, ensuring timely, respectful, and transparent communication.
- Screen and shortlist applications against approved selection criteria using merit-based assessment principles.
- Coordinate interviews, including:
 - scheduling panel members and candidates
 - preparing interview packs and assessment tools
 - ensuring accessibility and reasonable adjustments where required.
- Prepare and maintain interview documentation, including selection reports, in line with governance and audit requirements.
- Provide guidance to panel members on selection best practice and documentation standards.

Selection & Pre-Employment

- Support selection panels to ensure fair, consistent, and merit-based recruitment decisions.
- Coordinate referee checks, ensuring appropriate questions are asked and documented.
- Manage pre-employment checks in accordance with legislative and organisational requirements, including:
 - police checks
 - Working With Children Checks
 - visa and right-to-work checks
 - other role-specific compliance requirements.
- Prepare and issue employment offers and contracts in line with delegated authority, industrial instruments, and organisational policy.
- Liaise with HR Business Partners where approvals, variations, or escalations are required.

	<p>Onboarding</p> <ul style="list-style-type: none"> • Coordinate end-to-end onboarding for new starters to support a positive commencement experience. • Prepare employment contracts, commencement documentation, and onboarding information packs. • Liaise closely with People & Culture, Payroll, IT, and Hiring Managers to ensure: <ul style="list-style-type: none"> ○ system access and equipment readiness ○ payroll setup ○ mandatory training requirements are met. ○ Provide guidance to managers and new employees during initial induction and early employment stages. <p>Compliance & Record Management</p> <p>Ensure all recruitment activities comply with:</p> <ul style="list-style-type: none"> • relevant employment legislation • industrial agreements and awards • SHDH policies, procedures, and delegations. • Maintain accurate, complete, and confidential recruitment and employee records. • Ensure documentation meets audit, reporting, and governance standards. • Support internal and external audits and information requests as required. <p>Systems & Administration</p> <ul style="list-style-type: none"> • Effectively utilise recruitment systems and HRIS/ATS platforms to manage vacancies and candidate records. • Maintain accurate recruitment data, ensuring stages, outcomes, and documentation are consistently recorded. • Generate recruitment reports and workforce metrics as required, including time-to-hire and activity reporting. • Ensure data integrity and confidentiality at all times. <p>Continuous Improvement & Service Excellence</p> <p>Deliver a responsive, professional, and customer-focused recruitment service by:</p> <ul style="list-style-type: none"> • Actively seek feedback from Hiring Managers and candidates to improve recruitment processes and experience. • Identify and contribute to continuous improvement initiatives, including streamlining workflows and updating tools and templates. • Supporting the review and enhancement of recruitment policies, procedures, and guidelines to reflect contemporary best practice.
<p>Key Selection Criteria</p>	<ol style="list-style-type: none"> 1. Demonstrated experience delivering end-to-end recruitment processes across a range of roles, managing multiple vacancies and competing priorities. 2. Proven ability to partner with hiring managers and People & Culture stakeholders to provide sound recruitment advice and deliver customer-focused outcomes. 3. Demonstrated experience in recruitment advertising, sourcing, shortlisting, and candidate management using merit-based and

	<p>inclusive recruitment practices.</p> <ol style="list-style-type: none"> 4. Sound knowledge and experience supporting selection panels and ensuring recruitment compliance, including pre-employment and referee checks. 5. Proven ability to coordinate onboarding and commencement activities through effective collaboration with managers and internal service teams. 6. Demonstrated experience using recruitment systems and HRIS platforms to manage recruitment processes, maintain accurate records, and produce reports. 7. Commitment to delivering a high-quality recruitment service and contributing to continuous improvement and contemporary best practice. 8. Preferred or working towards: Formal Qualifications in Human Resources/Business.
Mandatory Requirements for employment with Swan Hill District Health	<ul style="list-style-type: none"> • Current National Police Check. • Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers) through either documentation or copy of serology report. It is required that there is immunisation for all vaccine preventable illnesses.
First Nations:	<p>Swan Hill District Health would like to acknowledge First Nations communities of Wamba Wamba, Wadi Wadi, Barapa Barapa, Latji Latji and the Tatti Tatti people on whose land, we work and live. We pay respect to all Elders past and present and honour their connection to the land and water.</p>
Continuous Quality Improvement:	<ul style="list-style-type: none"> • Each staff member is expected to demonstrate a commitment to best practice. • All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care. • All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards. • It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols.
Person Centered Care:	<p>The Health Service supports in its values the philosophy of Person-Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>Recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered.</p>
Child Safety:	<p>All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them.</p> <p>SHDH have zero tolerance to child abuse.</p> <p>Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.</p>
Our Purpose:	<p>Connected Care / Best Experience SHDH commits to meet the growing health care needs of our community through our new vision to provide better-connected care and to achieve the best care experience.</p>

Privacy and Confidentiality:	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
Mandatory Training:	All employees must be aware of and complete designated mandatory training within the required time frame.
Safety:	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> • Take reasonable care for their safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to their supervisor and record on VHIMS reporting system. • Advise their supervisor if they have an injury or illness that may affect their ability to perform the inherent requirements of their position. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
Asset Management:	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
Review:	Completion of My Work Plan on a yearly basis.
Previous Revision dates:	Oct 20, April 22, April 25
Current:	May 2026
Managers Name:	
Managers Signature:	
Employees Name:	
Employees Signature:	