

# Position Description

## Talent Acquisition



<b>Position Title</b>	Talent Acquisition Specialist
<b>Work Area</b>	Corporate - Human Resources
<b>Supervisor</b>	HR Lead – People and Programs
<b>Incumbent</b>	Vacant

### Tetra Tech International Development

Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people’s lives.

Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

We welcome applicants of all genders, disabilities, ages, ethnicities, and language group.

### Our Values

We are a values-based organisation, and our values reflect who we are and what we stand for, and strengthen our engagement with colleagues, partners and clients through our shared values and behaviours.



### Overview of Human Resources

The Human Resources function enables our business to deliver on its strategy through effective, efficient and high-quality business partnering and operational support. We are committed to prioritising employee experience, capability development and a culture of high performance.

## Purpose and Objectives

The Talent Acquisition Specialist will contribute to Tetra Tech International Development's people-centred transformation agenda and by leading strategies on how we source and acquire talent to build high-performing teams. This position will be strategically-focussed on building the talent acquisition arm of the business to support program delivery across the Indo-Pacific region with an additional commercial focus on business development and consultancy operations. The Talent Acquisition Specialist will be successful through building effective working relationships with program and work area leaders and understanding the unique intricacies of the International Development sector to provide innovative solutions.

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## Key Responsibilities

### Client value

- Lead the talent acquisition team to develop attraction and sourcing strategies based on the needs of our work areas and clients
- Build a comprehensive knowledge of talent acquisition strategies across the Indo-Pacific region and disseminate information and advice to key stakeholders
- Lead the coordination of our end-to-end recruitment processes streamlining onboarding into Tetra Tech International Development
- Build cost-effective hiring models tailored to our geographical operating locations and program activities
- Keep abreast of market trends and recruitment best practices across the International Development sector
- Manage positive relationships with project stakeholders, including external and internal clients and consultants

### Building the business

- Build and maintain effective relationships with all levels of the organisation to ensure that talent acquisition services meet the needs of the business
- Provide support to HR Business Partners and program leaders to oversee and optimise the talent acquisition process
- Develop strategic plans and policies, including reviewing and maturing of recruitment approaches to build organisational capability for strategic recruitment
- Identify opportunities and develop business plans to deliver talent acquisition consulting activities
- Promote and lead education and training with hiring managers and other key stakeholders within the business
- Manage and leverage recruiting technology to enhance business results, provide scalability, timely information, and ensure consistency
- Provide subject matter expertise into commercially focussed activities in collaboration with the Markets, Clients and Strategy team
- Establish yourself and Tetra Tech as thought leaders in talent acquisition

### Driving performance through people

- Demonstrate alignment with corporate values and act as a change advocate
  - Identify opportunities for improvement that lead to transformation initiatives building on operational excellence and becoming an employer of choice
  - Identify opportunities for service improvements and implement new ways of working across the team
  - Understand the strategic direction of the business and meaningfully contribute towards transformation initiatives
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## Key Responsibilities

- Work collaboratively to support the positioning of HR as a true business partnering team
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## Selection Criteria

### Qualifications and Experience

- Postgraduate qualifications in Human Resources Management, Business, Marketing or related field, or a combination of equivalent experience and training
- 7+ years of demonstrated experience in recruitment, in a high-volume, complex environment
- Experience working across the Indo-Pacific and/or within the International Development sector highly regarded

### Knowledge and Skills

- Strategically and commercially minded to contribute to Tetra Tech International Developments consultancy operations in the Indo-Pacific region
- Ability to work collaboratively with diverse teams to enact successful talent acquisition strategies that meet the requirements of our clients
- Possess well-developed relationship building, influencing and communication skills
- Ability to understand the delivery of unique and complex International Development programs
- Strategically consider process improvements through implementing contemporary systems

### Personal Attributes

- Ability to build trust and influence across all levels of the organisation
  - Attention to detail and highly organised
  - Advanced verbal and written communication skills
  - Advocate for diversity, equity and inclusion and ability to cross-culturally
  - A flexible, adaptable team player with a commitment to excellence
  - Ability to work in an environment where every day is different
  - Always looking for opportunities to improve and a high-level of comfort with adapting to change
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## Code of Conduct

In accordance with Tetra Tech's Code of Conduct and Client Service Standards, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

## Child Protection

Tetra Tech is committed to protecting the rights of children. We reserve the right to conduct police checks and other screening procedures to ensure a child-safe environment.

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## Gender Equality, Disability and Social Inclusion

Tetra Tech International Development does not discriminate on the basis of ethnicity, race, colour, religion, disability, sex, sexual orientation, gender identity or expression, national origin, veteran status, marital status, or any other identity. We strongly encourage applications from minoritized groups and promise to ensure our application process is accessible and inclusive.

## Preventing Sexual Exploitation, Abuse and Harassment

**Tetra Tech has a zero-tolerance approach to sexual exploitation, abuse and harassment ('SEAH'), child abuse and exploitation, modern slavery and safeguarding related retaliation, and this zero-tolerance extends to inaction.** Tetra Tech is committed to being a child safe organisation, and to promoting a culture that supports gender equality, and addresses the gendered drivers of violence against women and children. It is committed to fostering a culture where we prevent and respond decisively and appropriately to harm against people, and that all people are treated with dignity and respect, irrespective of country, program, or office where we work. This will require compliance with Tetra Tech's Safeguarding and other Codes of Conduct and our associated safeguarding policies (Child Protection and Child Safety, Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) policy and procedure, and Modern Slavery. Any successful applicants will be required to undertake satisfactory referee and criminal record checks prior to being appointed to any position.

Tetra Tech does not charge money or any kind of fee at any stage of the recruitment process (this includes applications, interviews, meetings, processing, administration, service and training). Tetra Tech will never ask for your sensitive information, such as bank account or other login details, including username or password.

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*A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of Tetra Tech International Development.*