

Position Description

Talent Acquisition Specialist



Position Title	Talent Acquisition Specialist
Work Area	Functional Services – People Team
Supervisor	HR Lead - Talent Acquisition
Incumbent	Vacant
Duration	Maximum term 6 month contract

Tetra Tech International Development

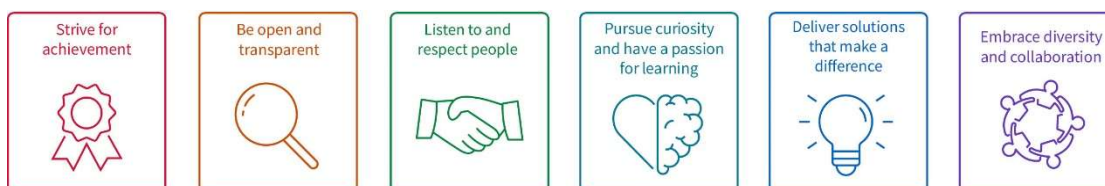
Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.

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.



Purpose and Objectives

The Talent Acquisition Specialist partners with leaders and HR colleagues to translate workforce requirements into recruitment outcomes. This position supports the delivery of fit-for-purpose recruitment activities that reflect Tetra Tech's commitment to a positive candidate experience, compliance, and operational excellence.

Working collaboratively and under the direction of the HR Lead - Talent Acquisition, the Talent Acquisition Specialist provides expert guidance on market insights, talent pipelines, sourcing strategies, and end to end recruitment activities to the IDEV business. The role will also partner closely with HR Business

Purpose and Objectives

Partners and HR Consultants to ensure talent acquisition activities align with broader workforce planning and organisational goals.

This position contributes to the ongoing development of Talent Acquisition activities by embedding consistent processes, promoting best practice, delivering end to end recruitment activities and supporting the attraction and retention of diverse, high-calibre talent across the organisation.

Key Responsibilities

Strategic Recruitment Delivery

- Partner with business leaders, HR Business Partners and HR Consultants to identify and deliver effective recruitment solutions aligned with workforce plans.
- Manage end-to-end recruitment processes, including undertaking position description design, advertising, shortlisting, screening, interviewing, assessment due diligence checks, offer management, and onboarding.
- Deliver recruitment campaigns that reflect Tetra Tech's brand and value proposition, ensuring a positive candidate and stakeholder experience and deliver a robust process and good outcomes.
- Provide insight and data on talent market trends and sourcing effectiveness.
- Develop and maintain strong talent pipelines for critical roles and future opportunities.
- Maintain timely communication with stakeholders and candidates to deliver a positive and effective recruitment experience.
- Ensure timely and efficient hiring processes aligned with business needs and client requirements.

Stakeholder Engagement and Advisory

- Develop trusted partnerships with internal stakeholders to assess resourcing requirements and deliver recruitment solutions.
- Provide advice and coaching to hiring managers on recruitment best practice and selection techniques.
- Collaborate with HR Business Partners and HR Consultants to align recruitment activities with organisational priorities.
- Build relationships with external partners including Australian Government and Foreign Government departments.

Operational Excellence and Compliance

- Maintain recruitment systems, records and tools to ensure accurate, timely, and compliant recruitment processes.
- Deliver recruitment plans and selection reports as part of the IDEV program recruitment process.
- Ensure all recruitment activities comply with relevant legislation, policies, and Tetra Tech standards.
- Prepare recruitment metrics and reports for management review.
- Support and champion diversity, equity, and inclusion goals through equitable recruitment practices.
- Provide reasonable accommodation support to candidates throughout the recruitment process, ensuring respect and inclusion of vulnerable groups.

Continuous Improvement and Employer Branding

Key Responsibilities

- Contribute to initiatives that strengthen Tetra Tech's employment brand and employee value proposition, as required.
- Promote employee referral and mobility programs across business units.
- Participate in projects that advance talent acquisition strategy, system optimisation, and operational consistency.

Selection Criteria

Experience

- Demonstrated experience in end-to-end recruitment and proactive sourcing within a complex or professional services environment.
- Experience working in the international development sector and working cross-culturally would be highly advantageous.
- Proven ability to build collaborative relationships across multiple stakeholders.

Knowledge and Skills

- Strong understanding of recruitment processes, systems, and best practice methodologies.
- Demonstrated experience using applicant tracking systems and HR databases.
- Ability to interpret workforce needs and design effective sourcing and attraction strategies.
- Experienced interviewer with the ability to design assessment tools relevant to business requirements.
- Excellent communication, influencing, and stakeholder management skills.
- Strong written English communication and report writing skills.
- Analytical capability to assess recruitment data and provide actionable insights.
- Knowledge of safeguarding assessment requirements in the international development sector and ability to apply these appropriately to the recruitment process.
- Strong cultural competency, with the ability to work appropriately and safely in a cross-cultural environment.

Personal Attributes

- Professional, proactive, and adaptable with strong attention to detail.
- Confident and clear communicator and trusted advisor.
- Team-oriented and collaborative, fostering positive working relationships.
- Good time management and prioritisation skills.
- Passionate about candidate experience and continuous improvement.
- Demonstrates integrity, inclusivity, and commitment to excellence.

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.

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.

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.