

## Researcher

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<b>Date updated:</b>	March 2022
<b>Reports to:</b>	CEO
<b>Direct reports:</b>	None
<b>Location:</b>	Sydney CBD and remote from home
<b>Type:</b>	Part time

### Get to know us

#### **Our purpose**

At People for Purpose (PFP), we believe that excellence begins with quality leadership, robust governance and clarity of purpose and impact. Across Australia, we work with individuals, for-purpose organisations, social enterprises and corporates to maximise their social impact. We do this through four key areas:

- Executive Search
- Board Search
- Education and Events
- Governance Advisory

#### **How this role helps us achieve our purpose**

The Researcher plays an integral role within the organisation as talent is PFP's biggest asset. As our Researcher, you will understand the importance of finding the best of the best in the industry and you will have the desire to make an impact as PFP achieves its goals.

You will work closely with PFP leaders and consultants to build networks and respond to opportunities with new and existing clients. Your focus will be to support the consultants and the business more broadly by researching candidates and organisations, building networks and market knowledge, and leading the ongoing development of our database (Job Adder) that includes prospective candidates and organisations.

You will seek out talent utilising a variety of online platforms, including LinkedIn, Lusha and Job Adder. In addition you will feel very comfortable engaging with existing and potential candidates in relation to existing and future opportunities.

## Fulfil your purpose

### What great looks like...

#### Research

- Understand the data we have currently have on existing candidates to identify talent within the system relating to current and existing client assignments.
- Continuously map relevant networks and market sectors to build future talent pools.
- Strategically identify prospective candidates for specific roles and talent pools using a variety of channels including LinkedIn, JobAdder, desktop research, referrals and networking opportunities.
- Monitor sector trends through the reports, research and social media of external industry bodies (eg ACNC, AICD, CEDA etc) to share with team.
- Collate Discovery information and learnings from previous projects with return client projects.

#### Talent Management

- Build and manage relationships with a pool of candidates and understand their aspirations to link them to relevant appropriate opportunities as they arise to ensure they find a role that will best suit them, their skills and experience.
- Proactively monitor and update the database (JobAdder) ensuring information and images are current.
- Build talent pools across sectors and skill categories for easy identification of suitable candidates.

#### Recruitment

- Liaise closely with the Consultant to effectively manage contact with candidates in relation to specific assignments.
- Assist in the preparation of longlist and shortlist reports.
- Appropriately represent the organisation's mission and values during the search process.
- Respond to initial phone and email enquiries from potential candidates during a recruitment project, to answer questions around key requirements, benefits, compensation etc.

## Skills you'll need to succeed

- A genuine desire to contribute to the for-purpose sector.
- Demonstrated confidence, maturity and professionalism to work in a very human centric role.
- Experience in research ideally in recruitment or executive search.
- A genuine interest in people's lives and stories and the ability to engage and communicate with a broad range of individuals.
- Great attention to detail.
- A passion for delivering a positive client experience.
- The ability and desire to develop successful relationships with team members in a virtual capacity.
- A natural curiosity and enthusiastic spirit, embracing the opportunity for creativity and hard work inherent in a fluid, fast-paced work environment.
- Great presentation and organisational skills.
- Practical knowledge of relevant technology platforms such as Google, MS Office, CRM databases (ideally JobAdder) and LinkedIn.
- Ability to work autonomously and as a supportive team player. You can take a task and run with it but also look to support others and contribute to the team (and celebrate the achievements!).
- A sense of humour – we take our work seriously but not ourselves.
- Relevant qualifications.

## Behaviours that will set you apart

Those who work at People for Purpose love the work we do. We work hard, but we balance life with work and we have a positive team mentality. We are underpinned by our values:

- We walk in the shoes of our clients and those we serve (board, team, beneficiary, client), to create and deliver positive social impact.
- Our commitment to our PFP colleagues is uncompromising. No matter what. We have each other's backs.
- We are committed to continuous improvement. We continuously ask questions to ensure we are working in the best and most innovative way.
- We genuinely care about each other, our stakeholders and our work, recognising that inclusion and diversity is magical and critical to excellence.
- We step into bold conversations with our stakeholders and each other.
- We maintain the highest level of professionalism but never at the expense of our individual and collective personalities.
- We are committed to an environment that is supportive, honest, authentic and ethical.

# Position Description



## Connect and grow

You'll work with a team of consultants each of whom bring their own passion, experience, style and behaviours that we hope will inform and inspire you. We'd like to learn from you too.

We are committed to professional development and partner with Leadership Space to profile each team member's style and how it fits within the group. You will have the opportunity to attend learning experiences and events that fit within your personalised professional development plan and budget.

## Additional information

- Flexible working options – a mix of in-office and working from home.

