

POSITION DESCRIPTION – Professional Services Staff For levels 6/7 and above

Position Title: Recruiter Level: 6/7
Faculty/Division: Human Resources Division Department/Location: Recruitment Unit

Primary purpose of the position:

To provide professional solutions-based recruitment advice and services to facilitate the achievement of the University's strategic goals. To provide quality client services to line managers and staff across the University and superior candidate care to candidates and new staff members.

Position Environment:

The Recruitment Unit is a specialist unit within the Human Resources Division, which provides high quality HR solutions across the University's academic and professional services staff cohorts and Australian campuses. The Recruitment Unit's activities and advice extend across the full spectrum of recruitment, selection and onboarding including assessment and classification of vacancies, sourcing strategy formulation and implementation, selection process design and delivery, candidate verification and offer, successful candidate onboarding, immigration and relocation and all aspects of candidate care. The Recruitment Unit works closely with other units within the Human Resources Division to ensure that seamless service and advice based on a holistic view is provided to clients and candidates alike.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Percentage of Time
1.	Apply expert skills and knowledge to recruitment and selection processes across the full spectrum of recruitment, selection and onboarding including assessment and classification of vacancies, sourcing strategy formulation and implementation, selection process design and delivery, candidate verification and offer, successful candidate onboarding, immigration and relocation and all aspects of candidate care.	Client groups are provided with high level expert advice and service within area of expertise. Candidates enjoy a positive recruitment and selection experience.	
2.	Establish and maintain effective working relationships and provide high level advice to Senior Executives, Executive Deans, Directors, line managers and other staff on legislation, policies, procedures, agreements and similar within the scope of recruitment and selection.	University management and staffed are well versed, trained and advised in recruitment policies and practice. Effective recruitment and selection results are delivered across the University.	
3.	Monitoring compliance with recruitment and selection related legislation, policies, procedures, agreements and similar across the University	Compliance is maintained and risk to University is reduced	
4.	Undertaking and supporting projects and initiatives both within the	Improved HR outcomes,	

	Human Resources Division and within client groups	effectiveness and efficiencies.	
5.	Design, develop, implement and maintain policies, procedures, workflows and related resources, both within area of expertise and as part of a cross functional initiative	Improved HR outcomes, effectiveness and efficiencies.	
6.	Develop and maintain positive working relationships with the Unit's suppliers, especially executive search suppliers and advertising agency staff.	Effective sourcing of candidates.	
7.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	Ongoing
8.	Have WH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document	To ensure a safe working environment for self & others.	Ongoing

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Reporting Relationships:

Position Reports to:	Manager, Recruitment
The position supervises the following positions:	Nil
Other Key Contacts:	

Key Relationships:

Contact/Organisation:

HR Director and other Unit Managers
 HR Advisors and other Specialists within the Division
 Executive Deans, Directors and Management teams
 Faculty/Division administrators that support activities
 Employment Equity and Diversity Unit
 The Unit's preferred suppliers

Purpose & Frequency of contact

Frequent – to facilitate best practice and outcomes
 Frequent – to facilitate best practice and outcomes
 Frequent – to facilitate best practice and outcomes
 Frequent – to facilitate best practice and outcomes
 Regular – compliance and policy improvement
 Regular – service delivery

Key Challenges:

1. Stakeholder management in an environment of change
2. Balancing competing priorities

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Significant experience in recruitment and selection with exposure to general human resources
- Demonstrated ability to perform tasks, provide high level advice, interpret, develop or redefine procedures and policies with consideration of the impact of such action on other work units, stakeholders and resources.
- Demonstrated ability to apply depth and breadth of experience as a Recruitment and Selection specialist to perform tasks and innovate guided by own experience and take responsibility for outcomes.
- Demonstrated ability and experience in influencing and advising senior management.
- Highly developed client and stakeholder focus, highly developed communication and interpersonal skills and cultural sensitivity.

SELECTION CRITERIA - Education & Experience:

Essential:

- Experience in designing and implementing candidate sourcing strategies and selection processes
- Bachelor's Degree and/or combination of education/training/post qualification experience deemed equivalent

Personal Attributes:

- Strong initiative combined with sound judgment

Special Job Requirements:

May be required to work outside of business hours