

Position Description

Title	Talent Acquisition Administrator
Position Location	Central
Reports to	Talent Acquisition Manager
Direct Reports	Nil
Classification	Hay Grade 10
<p>The Childcare and Kindergarten Association Limited (C&K) is a not-for-profit early childhood provider with more than 350 early childhood education and care (ECEC) centres located across Queensland.</p> <p>Our purpose is to nurture and inspire children to succeed in an ever-changing world. This is at the forefront of everything we do.</p> <p>C&K's vision is to be a place where every child flourishes.</p> <p>Our values:</p> <ul style="list-style-type: none"> • <i>we put children first</i> • <i>we respect all people and each other</i> • <i>we work with integrity and strive for excellence in everything we do</i> <p>These underpin the way we work with children and families, communities, colleagues and partners.</p> <p>We reinvest our surplus to benefit children and families disadvantaged in their access to early childhood education. This includes children with additional needs and children and families in rural, remote, Aboriginal and Torres Strait Islander and disadvantaged communities.</p>	
Purpose	<p>To ensure that C&K attracts exceptional people to meet its resourcing requirements that can contribute to achieving its vision of being a place where every child flourishes.</p> <p>This position will focus on supporting the Talent Acquisition team with a high standard of administrative support.</p>
Key accountabilities	<ul style="list-style-type: none"> • Manage Change of Details processes for internal employees in the Pageup system. • Act as primary phone contact for the Talent Acquisition team supporting: <ul style="list-style-type: none"> ○ Candidate queries ○ Hiring Manager queries ○ Internal Communication • Management of the Recruitment Helpdesk inbox. • Develop key platform knowledge on the usage of Pageup and EasyEmployer. • Support the Talent Partners with the administration of candidates in the recruitment process such as collecting their pre-employment documentation and booking interviews. • Build productive working relationships with hiring managers and candidates. • Complete Letters of Employment for Casual Employees. • Identify business and/or process improvements and make recommendations to realise them.

	<ul style="list-style-type: none"> • Work effectively with the Talent Acquisition Team including referring candidates for other permanent positions, relief shift positions and assist with relief shift recruitment as required. • Involvement with ad-hoc projects or provision of any other administrative support as identified and required. <p><i>Please note that the responsibilities outlined in this position description are not exhaustive, and only an indication of the work of the role. C&K can direct you to carry out duties which it considers are within your level of skill, competence and training.</i></p>
<p>Key selection criteria</p>	<ul style="list-style-type: none"> • Experience in a fast-paced administrative role, ideally but not essentially in a People & Culture function. • Competent Microsoft Office skills in Outlook, Word and Excel. • Strong relationship building skills, with the ability to influence and negotiate as required. • Ability to work effectively in a team environment, work collaboratively with colleagues and autonomously/independently as required. • Strong communication skills (written and oral). • A customer centric approach and focus to provide exceptional customer service. • Strong time management skills and the ability to effectively prioritise, manage workloads and expectations. • Ability to maintain a high-level of confidentiality and integrity.
<p>Additional information</p> <p>The successful applicant will be required to:</p> <p>Hold a positive notice (Blue card) working with children check.</p> <p>The information above is not intended to be an all-inclusive list of the responsibilities of the job described. Rather, they are intended only to describe the general nature of the job. C&K is a growing organisation; to support the vision for the business it is expected that the incumbent will evolve the position over time in alignment with the dynamic nature of the business and the region.</p>	