

## Job Description – Recruitment Advisor

### Position Details

---

<b>Position Title:</b>	<b>Recruitment Advisor</b>
<b>Division:</b>	<b>Operations</b>
<b>Department:</b>	<b>Human Resources</b>
<b>Campus Location:</b>	<b>Based in HCMC but may be required to work at other campuses of RMIT Vietnam</b>
<b>Job Grade:</b>	<b>PSV05</b>
<b>Time Fraction:</b>	<b>Full-time</b>

### RMIT University

---

RMIT is a global university of technology and design, focused on creating solutions that transform the future for the benefit of people and their environments.

One of Australia's original educational institutions founded in 1887, RMIT University is now the nation's largest tertiary institution with 82,000 students, including more than 12,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and practical education, applied and innovative research, and engagement with the needs of industry and the cities in which we are located.

With three campuses in Melbourne (Central Business District, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, Sri Lanka, Spain, Belgium and Germany, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 128-year history. Collaboration with industry is integral to the University's leadership in applied research and education, and to the development of highly skilled, globally focused graduates.

RMIT is a leader in engineering, accounting and finance, computer science and information systems, communication and media studies, psychology, education, law and economics. We are a 5-Star university under the QS Stars international evaluation system, and are 32nd in the world among universities less than 50 years old (2014 QS Top 50 Under 50 index).

[www.rmit.edu.au](http://www.rmit.edu.au)

### RMIT Vietnam

---

RMIT International University Vietnam (RMIT Vietnam) is a campus of RMIT University. RMIT Vietnam is creating an innovative research, teaching and learning culture. It is committed to providing internationally recognised high-quality education and professional training for its students, clients and members of the community.

As an internationally recognised Australian university based in Asia, RMIT Vietnam assists in the development of human resources in Vietnam and the region by providing opportunities for students from around the world to belong to an international educational community that supports them to achieve their potential in an increasingly globalised world.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. RMIT Vietnam is also host to students from Australia and many other countries. All degree programs are recognised by the Vietnamese Ministry of Education and Training (MOET) and are subject to regulation by the Australian Tertiary Education Quality and Standards Agency. RMIT Vietnam is an English speaking university and all teaching is in English.

[www.rmit.edu.vn](http://www.rmit.edu.vn)

## **Position Summary**

---

The Recruitment Advisor is responsible for the provision of recruitment support and guidance from inception to completion, across various departments and schools at RMIT Vietnam. The Advisor will provide innovative recruitment solutions ensuring the effective and timely recruitment and on boarding of employees. To achieve this the Advisor will:

- Build and maintain robust client-focused relationships with hiring managers, to understand and be able to proactively plan and respond to business staffing needs
- Uphold RMIT Vietnam recruitment and selection policies and procedures, to ensure that recruitment 'best practise' is followed at all times.
- Coordinate recruitment, selection, work permit (where relevant) and on boarding processes from inception of the recruitment assignment to commencement date.

The Recruitment Advisor will manage a portfolio of client groups within RMIT Vietnam, which may include professional and/or higher education roles for both Vietnamese and Foreign employees. The Recruitment Advisor will work closely with other members of the Recruitment Team, to contribute to process improvements across all recruitment, selection, work permit (where relevant) and on boarding activities.

## **Reporting Lines**

---

Reports to: Recruitment Manager

## **Key Accountabilities**

---

1. Advise, coordinate, and conduct recruitment and selection processes across RMIT Vietnam, ensuring the right skills in the right place, at the right time. Components of the recruitment process include advertising, pre-screening and selection, interviewing, aptitude and reference checking, offer and on-boarding
2. Manage RMIT Vietnam's applications inbox for candidate applications and expressions of interest, ensuring that it is always up to date.
3. Build and maintain excellent relationships with key stakeholders across the business. Provide advice and guidance on recruitment 'best practise' positively influencing recruitment outcomes to ensure top talent is recruited to RMIT Vietnam.
4. Ensure the effective management and updating of all roles on Page Up, the RMIT E-Recruitment system. Assist and guide Hiring Managers in utilisation of the system, particularly if problems arise.
5. Conduct effective pre-screening of applications as part of selection process, across a wide range of roles.
6. Ensure hiring managers and candidates understand the salary options, benefits, and employment terms and conditions that may be in an offer of employment.
7. Work collaboratively with other HR staff to ensure employment offers and other HR administration is completed accurately and in a timely manner, and that the handover of new staff from Recruitment to HR Operations is seamless.
8. Produce and maintain recruitment reports, ensuring retention of all recruitment records within HR department. I.e. tracking and pipeline reports, sourcing reports.
9. Build and maintain clear and effective communication lines with internal and external stakeholders, according to recruitment and selection processes and recruitment 'best practise'.
10. Continuously review recruitment, selection and on boarding processes and suggest ways in which these can be improved.
11. Other duties and responsibilities as required.

## Key Selection Criteria

---

1. Bachelor degree qualification in field relevant to Human Resources.
2. At least three years of recent experience in recruitment or HR related field, including recruitment or day to day provision of HR services within medium to large international organisation.
3. Demonstrated experience in 'best practise' recruitment including advertising, pre-screening and selection, interviewing, aptitude and reference checking, offer and on-boarding.
4. Ability to provide innovative resourcing solutions to key clients across the organisation.
5. Excellent ability to contribute and add value within a team environment.
6. Previous working knowledge of Vietnamese work permit application process is desirable, as is prior experience of recruitment of expatriate staff.
7. Innovative approach to advertising across a range of different mediums, such as job boards, magazines, journals, Facebook etc.
8. Excellent customer service approach to dealing with both internal and external clients.
9. Well-developed interpersonal skills, including coordination, liaison, negotiation, and multicultural communication.
10. Keen attention to detail with ability to manage own time well, and prioritise competing work demands, effectively.
11. Excellent verbal and written communication skills in English and Vietnamese with a wide variety of stakeholders.
12. Previous experience with e-recruitment systems is an advantage.
13. Demonstrated ability to work with confidential information
14. Demonstrated superior knowledge and experience in using computer software such as Microsoft Word, Excel, Power Point and Access.

## Organisational Accountabilities

---

RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff members must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment & business, import & export, contracts & commerce, banking, finance & foreign exchange, labour, taxation, land & premises, environment, and immigration. RMIT Vietnam expects all staff members to comply with its Code of Conduct, policies and procedures, which relate to legal and regulatory requirements and our ways of working.

This position description is current as at the date of approval. It may change from time to time to reflect operational needs and changes to organisational reporting relationships.

<b>Endorsed:</b>	Name: Esther Walker Title: Recruitment Manager Date: 01/04/2019	<b>Approved:</b>	
<b>Signature:</b>		<b>Signature:</b>	