



## Talent Acquisition Coordinator

### Position Detail

<b>Reports To</b>	Talent Acquisition Lead	<b>Group</b>	CPCO
<b>Classification</b>	ASA 4	<b>Location</b>	Various
<b>Reports – Direct Total</b>	N/A		

### Organisational Environment

Airservices is a government owned organisation providing safe, secure, efficient and environmentally responsible services to the aviation industry.

Each year we manage over four million aircraft movements carrying more than 156 million passengers, and provide air navigation services across 11 per cent of the world's airspace.

Airservices has two major operating centres in Melbourne and Brisbane and a corporate office in Canberra. We operate 29 air traffic control towers at international and regional airports, and provide aviation rescue firefighting services at 26 Australian airports.

We are committed to continuing to improve our business by providing our customers with services they value, and embedding new ways of working and technology investments to further innovate and optimise.

### Primary Purpose of Position

As **Talent Acquisition Coordinator**, you will deliver efficient and effective recruitment support, advisory and administration services.

### Accountabilities and Responsibilities

#### Position Specific

- Provide recruitment support services to internal hiring managers
- Manage general and bulk phone and email recruitment enquires
- Meet with hiring manager to conduct recruitment brief and develop recruitment strategy
- Develop and publish targeted recruitment advertising and sourcing campaigns
- Provide technical support to stakeholders (PageUp)
- Build and maintain contemporary knowledge of attraction and sourcing recruitment trends to support business needs
- Participate in continuous improvement and project activities as required

#### People

- Maintain an effective working relationship with other Airservices staff to ensure that there is effective coordination of all activities in support of organisational objectives

## Safety

- Demonstrate safety behaviours consistent with enterprise strategies

## Key Performance Indicators

### Efficient, Effective and Accountable

- Recruitment support services are delivered in accordance with agreed service levels

### Safety

- Compliance with safety, risk, environmental and any other standards

## Key Relationships

- Hiring Managers
- Agency panel members
- People Services groups

## Skills, Competencies and Qualifications

- Demonstrated strong customer service focus
- Experience in recruitment and selection process
- Demonstrated ability to work independently to manager priorities, achieve results and deliver timely outcomes in a fast-paced environment
- Well-developed interpersonal capability with the ability to effectively and professionally manage telephone, email and face to face queries from a range of stakeholders
- Ability to develop a targeted advertising campaign to attract appropriate audiences
- Demonstrated ability to work with computer based systems and online technology
- Knowledge of attraction and sourcing recruitment trends

## Performance Standards and Behaviours

As a member of Airservices, you will consistently demonstrate performance standards and behaviours that meet our Code of Conduct. This includes:

- Treating everyone with dignity, respect and courtesy
- Acting with honesty and integrity
- Acting ethically and with care and diligence
- Complying with all Airservices' policies and procedures, and applicable Australian laws
- Disclosing and taking reasonable steps to avoid any actual, potential or perceived conflict of interest
- Behaving in a way that upholds our vision, mission and values, and promotes the good reputation of Airservices.