



POSITION DESCRIPTION

Position Title	RECRUITMENT ADVISER	Position No.	New
Team	[People & Culture]	Classification	[Administrative/Professional]
Department	Recruitment, Performance & Reward	Schedule Roster Cycle	[Schedule A] [Non-Rostered]
Location	Ultimo	Band / Level	[Band 6]
Reports to	HEAD RECRUITMENT, PERFORMANCE & REWARD 30000005	HR Endorsement	[Endorsement]
Purpose			

Provide specialist recruitment solutions, service and advice to build the talent pipeline and support managers attract and select high calibre candidates to meet current and future needs in Audience Facing Digital Products..

Key Accountabilities

Recruitment Services and Advice

- Provide specialist recruitment services including:
 - Develop a thorough and broad understanding of where talent can be found
 - Liaise with hiring managers to understand their recruitment needs and assess, advise and action an appropriate sourcing strategy for each recruitment assignment (ie internal, direct sourcing, targeted (eg. Indigenous) recruitment, networking, search, advertising, use of an agency etc)
 - Develop/review job descriptions and selection criteria
 - Drafting and placement of internal/external advertisements
 - Advice for hiring managers on effective selection techniques and ABC requirements to ensure hiring managers understand and recruit in line with ABC Enterprise Agreement obligations and guidelines.
 - Prepare key documentation/tools/templates for managers (interview guides, selection panel reports, process charts etc)

Talent Pipeline & Candidate management

- Proactively source and maintain a 'talent' pool of potential candidates, proactively aware of their movements, availability, changing experience and changing skill sets.
- Actively promote and articulate the AFDP Employer Proposition, inspiring all candidates about the prospects of working with AFDP.
- Follow up with unsuccessful applicants where their skill set may be redeployed elsewhere or at a future date
- Liase with admin staff and hiring managers to ensures new staff are successfully inducted promptly and fully.

Supplier Relationships

- Source and manage external recruitment providers
- Negotiate service agreements and ensure a commitment to recruit for diversity is part of Terms & Conditions.
- Support hiring manager in the assignment briefing and ensure they stay updated with recruitment progress.

Recruitment System Administration

- Manage the end to end administration of the recruitment process in the ABC's recruitment system.
- Work with admin staff and hiring managers to facilitate and streamline recruitment approval processes.

Contribution to ABC People Division





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- Encourage innovation & improve ways of working to ensure knowledge and experience is shared.
- Work collaboratively and flexibly as part of the Recruitment team and acting as a key recruitment point of contact for Audience Facing Digital Products.
- Keep up to date with industry developments and trends that have people implications to identify best practice, opportunities for improvements or potential risks to be addressed.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

Key Capabilities/Qualifications/Experience

1. Previous experience in either a recruitment consulting or inhouse recruiting for digital roles .
2. Established industry networks and presence and proven success sourcing candidates for digital roles
3. Proven Knowledge of contemporary recruitment & sourcing strategies and ability to innovate and continuously improve current recruitment practices.
4. Excellent communication and interpersonal skills. Able to work in a flexible team-based environment and to respond effectively to clients and colleagues while maintaining and building rapport.
5. Experience using an e-Recruitment system highly desirable, preferably PageUp.
6. Proven track record in meeting tight deadlines with an aptitude for accuracy, attention to detail and the ability to multi-task essential.
7. Displays professionalism, personal drive and initiative.
8. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
9. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
10. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.