

Position Description

Position Title Recruitment Consultant

Position No: 50100484

Organisation Unit: Human resources

Campus/Location: Melbourne (Bundoora)

Classification: Higher Education Officer Level (HEO5)

Employment Type: Fixed term, Full-Time

Position Supervisor : Recruitment Manager
Number: 50137914

Reports positions: N/A
level:

Other Benefits: <http://www.latrobe.edu.au/jobs/working/benefits>

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

Jobs at La Trobe - <http://www.latrobe.edu.au/jobs>

For enquiries only contact:

Peter Andreopoulos | TEL: (03) 9479 6305

Position Description

Recruitment Consultant

Position Purpose

The Business Partnering and Advice unit is located within Human Resources and provides a professional consultancy and advisory service to the University community.

The Recruitment Consultant, in conjunction with Recruitment Manager and the Senior Recruitment Business Partners, will build and drive successful business partnerships with the University Senior Leaders and their respective Faculties and Divisions to provide consulting expertise on all recruitment matters and to deliver a broad range of recruitment services and business solutions.

Key Areas of Accountabilities

Business Engagement

- Maintain a high level of quality customer service and engage clients to assist in the delivery of recruitment initiatives and programs.
- Participate in the delivery of training sessions relating to recruitment, interview and selection methods and techniques, and conduct information sessions or on-the-job training sessions for supervisors / managers as required.

Recruitment/Talent Management

- Manage all recruitment activity in conjunction with internal stakeholders to ensure a coordinated and consistent approach.
- Manage the end-to-end recruitment process, including preferred supplier management, fee negotiation, cost reduction, direct recruitment, immigration advice and overall support to line managers.
- Working with the Partnering & Advice unit and the Organisational Development unit to ensure the best practice recruitment methodologies and policies are implemented and executed.

Project Delivery/Process Improvement

- Assist with the implementation of recruitment/talent programs which meet the needs of the strategic agenda of the University.
- Assist in the development, evaluation position descriptions for roles being recruited to and complete work value reviews for Reclassification submissions and process

Key Selection Criteria

- A degree in Human Resource management or similar relevant qualifications with extensive experience in recruitment practices and or demonstrated relevant experience in this area.
- Demonstrated experience managing end to end recruitment processes.
- Ability to offer coaching, mentoring and professional development advice to recruitment colleagues.
- Ability to work under pressure and within very strict conflicting deadlines.
- Demonstrated ability to communicate effectively at all levels, to handle sensitive and confidential matters with discretion and exercise judgment and problem solving capabilities.
- Demonstrated organisational skills and capacity to work under limited supervision and to prioritise and plan workflow to meet deadlines.
- Ability to build relationships and introduce changes based on technical skills and credibility.

Desirable Attributes

- A good understanding of the higher education environment.

- Knowledge of Australian and in particular, Victorian education providers and systems.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- We are **Connected**: We connect to the world outside — the students and communities we serve, both locally and globally.
- We are **Innovative**: We tackle the big issues of our time to transform the lives of our students and society.
- We are **Accountable**: We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- We **Care**: We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

For Human Resource Use Only

Initials: Date: