POSITION DESCRIPTION

Position Title: Recruitment Assistant
Organisation Unit: Human Resources
Position Number: 
Type of Employment: Full-time, Fixed Term
Classification: HEW Level 4

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) is one of Australia’s leading teaching and research universities. For more than a century, UQ has educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks among the world’s top universities, and with a strong focus on teaching excellence, UQ has won more national teaching awards than any other Australian university. UQ’s 264,000 graduates are an engaged network of global alumni spanning more than 170 countries, and include approximately 14,000 PhDs. More than 52,000 current students, including more than 16,400 postgraduate students and approximately 18,000 international students from 135 countries, currently study across UQ’s three campuses in South East Queensland.

UQ’s six faculties, eight globally recognised research institutes and more than 100 research centres attract an interdisciplinary community of 1,500 scientists, social scientists and engineers who champion research excellence and continue UQ’s tradition of research leadership. This is reflected in UQ being awarded more Australian Research Council funding ($25.8 million) for fellowships and awards commencing in 2017 than any other Australian university. UQ is also one of only three Australian members of the global Universitas 21; a founding member of the Group of Eight (Go8) universities; a member of Universities Australia; and one of only three Australian charter members of the global edX consortium for massive open online courses (MOOCs).

Human Resources

UQ Human Resources is responsible for enabling achievement of the University’s strategic ambitions through attracting, developing and retaining talented, engaged and high performing staff. This, in turn, enables University staff to better support our current and future students. Human Resources provides high quality human resource management guidance and expertise, through effective policy development, constructive advice and efficient administrative services. We are building a team of strategic HR professionals to provide outstanding, client focused, proactive, and cost effective solutions and services for all UQ staff.
The key specialist service areas of Human Resources are:

- HR Client Services
- People Services (including Recruitment Services and Employee Services)
- Workplace Relations
- Workplace Diversity and Inclusion
- Organisational Leadership and Development
- Workforce Analytics
- HR Policy and Governance

**DUTY STATEMENT**

**Primary Purpose of Position**

The Recruitment Assistant will provide generalist administrative and logistical support for recruitment and selection activities for all appointments across the University. The incumbent will work with a dedicated client portfolio, and will be required to liaise with internal and external clients, other Divisions/Departments of the University and external bodies as required.

- Provide generalist administrative support and coordination of recruitment and selection activities at all stages of the process, including arranging selection committee meetings, flights and accommodation bookings, diagnostic and psychometric testing, catering, and written reference checks as required.

- Update Position Descriptions, Recruitment booklets, and advertisements into approved University templates, and source positions on relevant job boards and social media platforms.

- Be the first point of contact for general queries in relation to recruitment activities.

- Draft Letters of Offer and other appointment-related documentation.

- Update and maintain various data fields and statuses within the Recruitment Management System ensuring position management procedures, and system compliance are adhered to, and take follow up action on daily recruitment and selection reports.

- Build effective professional relationships and facilitate effective communication both within Recruitment Services and a dedicated client portfolio.

- Manages the compliance of all recruitment services with governance protocols, ensuring that University policies and procedures, and legislative requirements are followed appropriately and consistently in the client portfolio.
• Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, and exhibit good practice in relation to the same, including but not exclusive to:
  o the University’s Code of Conduct
  o requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University
  o the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
  o requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University
  o The University’s commitment to Workplace Diversity and Inclusion

Organisational Relationships

The position reports to the Manager, Recruitment Services.

SELECTION CRITERIA

• Possess an Associate Diploma in Human Resources, Business or related field with relevant experience in a generalist recruitment or human resources role, or an equivalent combination of relevant experience and/or education/training.

• Demonstrated experience in using large HRIS systems with excellent computer skills using a variety of applications.

• Demonstrated experience in the production of employment documentation including contracts/letters of employment where attention to detail is paramount.

• Strong organisational skills, including the ability to meet deadlines and manage competing demands without compromising standards of service or quality.

• Excellent interpersonal and communication skills in both written and verbal forms, and a strong commitment to exceptional client service.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage for further information and points of contact if you require additional support.