

## Position Description

<b>Position Title:</b>	Candidate Experience Administrator / Onboarding Administrator
<b>Position Number:</b>	TBC
<b>Department:</b>	People, Culture and Safety
<b>Reports To:</b>	Principal Onboarding Officer
<b>Direct Reports:</b>	Nil

### Organisational Environment

Located between Brisbane City and the Sunshine Coast, Moreton Bay is one of Australia's fastest growing urban regions. Moreton Bay has a strong and connected community that enjoys a coastal and pristine natural environment as well as thriving community and cultural hubs, vibrant entertainment options and award-winning commercial, educational, medical, leisure and residential precincts.

The People, Culture and Safety Department works in partnership with all divisions of Council with a focus on ensuring Council builds the capacity of its employees and business to achieve its long-term strategic and operational goals.

### Position Purpose


The Candidate Experience / Onboarding Administrator provides day to day support to the Onboarding team to ensure a candidate experience by providing administrative support to the team through the end to end process and supporting the team to book interviews, arrange selection process materials, pre employment checks and complete the onboarding process.

### Specific Accountabilities

Description
<b>Organising and Operating</b>
Provide support and assistance to the Onboarding team as required through the end to end talent attraction and onboarding process
Provide support to candidates on general queries to ensure a seamless onboarding experience
<b>Quality and Compliance</b>
Ensure team members comply with all relevant regulatory and Council policies on information and security, industrial relations, workplace health and safety and any other legislation applicable to the Department
Ensure all background checks including medical assessments and criminal history checks are completed and records maintained
Ensure all offers of employment are created and issued in a timely manner
Provide support in the preparation of selection and onboarding processes, including liaising with the team to develop interview and assessment materials and offer documents
Cooperate with any requests for information and records that are sought by the Manager Legal as part of any official investigation
<b>Stakeholder Relations</b>


Provide exceptional customer service to hiring leaders, team members and candidates
Constructively deal with any customer service/complaints referred for action

## OUR CORE VALUES



**RESPECT**

- We listen to people
- We treat people fairly and consistently
- We embrace diversity and opinions
- We treat others as we wish to be treated




**SERVICE**

- We seek to understand the needs of those we serve
- We strive to exceed expectations
- We communicate clearly
- We take a positive approach
- We are proud to serve our community




**INTEGRITY**

- We are ethical and honest
- We take responsibility for our actions
- We act within statute and law
- We take pride in the manner in which we perform our duties



**TEAMWORK**


- We promote a friendly, supportive work environment
- We inspire and encourage innovation
- We develop and maintain relationships
- We work collaboratively with our community and external partners



**SUSTAINABILITY**

- We focus on the future
- We respect the environment
- We demonstrate leadership by example

Council proudly upholds the following values in its daily operations with customers, external partners and staff



### Work location

You may be required to perform your role from any work location within the region.

### Position Dimensions

Staff Resources: ~ Nil  
 Section or program budget: ~ Nil

### Decision Making Authority

Policy: Interprets and applies policies

### Knowledge, Experience, Qualifications and Attributes

- 2+ years experience in a similar role
- Demonstrated interpersonal skills with a focus on the provision of quality customer service
- Excellent written and verbal communication skills
- Demonstrated ability to provide a high level of administrative support with proficiency in the use of Microsoft Office products and e-recruitment systems
- Demonstrated organisational and time management skills with the ability to plan and priorities multiple tasks whilst meeting deadlines
- Demonstrated ability to work effectively both autonomously, within a multi-disciplinary team and in a rapidly changing environment

**This position description is a true reflection of the current requirements of the role. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.**

**I have read, understood and accepted the responsibilities as outlined in this position description.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_