

Position Title	Talent Acquisition Advisor
Classification	Level 7
School/Division	People & Culture
Centre/Section	Talent Acquisition
Supervisor Title	Associate Director, Talent Acquisition
Supervisor Position Number	821053
Position Number	315860, 315862, 316080, 316081, 820826, 318738, 821679

Our vision

“The University of Western Australia (UWA) is a world-leading institution dedicated to shaping the future through excellence in education, groundbreaking research, and impactful community engagement. As a member of the Group of Eight (Go8) universities, UWA is committed to driving innovation, fostering diversity, and cultivating a vibrant, inclusive culture. Our vision is to empower our people to create lasting change, solve global challenges, and inspire future generations.”

Our values

“At UWA, we are driven to reach the highest standards of achievement and excellence by constantly pushing boundaries to deliver the most impactful outcomes. We stand firm to honesty, ethics and respect, valuing one another, our partners and our communities while embracing diversity and cultivating a strong culture of integrity. Driven by a spirit of continuous improvement and innovation, we are bold and creative in our approach, adapting to meet the needs of tomorrow. Together, we leverage our shared knowledge, intelligence and collaboration to accomplish more than any individual could alone. We are deeply committed to ensuring equal opportunities for everyone at UWA, enhancing their experiences and achieving the best possible outcomes for all.”

Your work area

People & Culture plays a critical role in the University achieving its challenging aims and ambitions. UWA's strategy for the development and performance of its people is at the core of the University's planning. The ability of P&C professionals to partner effectively with senior leadership teams across the University is crucial to develop opportunities and provide practical and innovative solutions to achieve academic and business goals.

Talent Acquisition's core focus is to attract, select and bring to UWA a diverse range of local and international talent to enable the University to achieve its aims. Additionally, Talent Acquisition delivers a range of associated services including (but not limited to):

- Academic promotions
- Redeployment support
- Executive Search

Reporting structure

Reports to: Associate Director, Talent Acquisition.

Your role

As the appointee you will, under broad direction, provide effective and accurate Talent Acquisition services to hiring managers and candidates that ensures compliance and reflects positively on the University.

Your key responsibilities

Deliver a best practice, end to end talent acquisition service covering sourcing, screening, selection & offer and onboarding across assigned portfolios (including high profile, senior and higher complexity roles) across the University.

Ensure high levels of customer care by acting as the point of contact for candidate and hiring manager enquiries ensuring a positive and professional experience.

Provide advice regarding Talent Acquisition process and systems to staff including delivering Talent Acquisition training and coaching for hiring managers.

Respond appropriately to issues and enquiries using experience and understanding, initiate actions and refer as appropriate.

Effectively utilise the University's Erecruitment system to accurately undertake the following: place adverts and prepare application forms, communicate with candidates, record outcomes and initiate workflows, prepare employment offers.

Support a culture of continuous improvement within Talent Acquisition by identifying improvements and efficiencies to workflow, processes and practices.

Work collaboratively with Talent Acquisition colleagues through proactive involvement seeking guidance and advice as appropriate.

Undertake project work to a high standard.

Liaise with colleagues including Senior Management across the University and external providers to help support the delivery of a seamless service to candidates and hiring managers

Other duties as directed.

Your specific work capabilities (selection criteria)

Relevant tertiary qualifications or demonstrated equivalent competency.

Substantial relevant experience in delivering high-quality, end-to-end talent acquisition services.

Demonstrated experience delivering exceptional service to both internal and external customers including senior stakeholders.

Highly developed written and verbal communication skills with the ability to engage effectively with a wide range of stakeholders including senior managers.

Excellent planning and organisational skills and demonstrated ability to drive results in a complex environment with multiple stakeholders.

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email.

Ability to work independently, show initiative and work collaboratively as part of a team.

Strong attention to detail coupled with a high level of accuracy.

Proven experience in MS Office products, knowledge of PageUp (or other Candidate Management System) is desirable.



Special requirements (selection criteria)

Current National Police Clearance Certificate

Compliance

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct [Code of Ethics and Code of Conduct](#)

Inclusion and Diversity web.uwa.edu.au/inclusion-diversity

Safety, health and wellbeing [Safety and Health Policy](#)