



Position Description

College/Division:	People and Culture Division
Department/Unit:	Recruitment
Position Title:	Recruitment Consultant
Classification:	ANU Officer Grade 6/7 (Administration)
Responsible to:	Team Lead, Recruitment
Number of positions that report to this role:	0-2
Delegation Assigned:	D8

PURPOSE STATEMENT:

The People and Culture Division aims to support the University in providing the best people solutions and staff experience to enable the University to achieve its vision and purpose. The four key portfolios within the Division are Strategy and Planning, Safety and Wellbeing, Business Partnering, and Talent and Capability.

The Recruitment Consultant provides proactive support and advice to the Team Lead, Recruitment on all recruitment related aspects, including the development, design and implementation of recruitment practices. They have key responsibilities for the management of personnel within the team and the delivery of high quality, robust and flexible recruitment services to clients, overseeing the day-to-day operations of the Recruitment Team.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Recruitment Consultant oversees the day-to-day provision of high-quality, professional recruitment advice and support to staff, building professional relationships with stakeholders and supporting staff to achieve excellence. They assist in the development and process improvements within the team and across the relevant local HR advisory teams. The Recruitment Consultant is responsible for the accuracy and integrity of HR data and for the development and training of staff within the Recruitment team.

Role Statement:

Under broad direction, the Recruitment Consultant will:

1. Oversee recruitment operational work including the provision of high-quality recruitment and selection advice and operational support, accurate processing of all remuneration and conditions queries.
2. Provide effective supervision to the Recruitment team members, ensuring that workloads are managed and all objectives and deadlines are met, supporting career development and knowledge sharing and assisting the Team Lead in building a highly performing team.
3. Coordinate the provision of responsive and expert transactional recruitment advice to staff ensuring that enquiries are attended to and processing is undertaken within requisite timelines, ensuring confidentiality is upheld.
4. Contribute to the development, implementation and monitoring of various initiatives as requested by the Team Leader, aimed at improving recruitment practices and processes, with a commitment to continuous improvement and exceptional service delivery.
5. Implement and monitor the application of protocols to ensure HR data integrity and accuracy, coordinating the timely resolution of HR data integrity issues.
6. Assist the Division in the promotion of new University-wide HR initiatives and participating in a range of activities, workgroups and networks across campus, as required.

7. Contribute to the preparation of recruitment reports and analytics, investigating issues and providing insightful recommendations on various workforce profiles to support the achievement of strategic objectives.
8. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
9. Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.

SELECTION CRITERIA:

1. Degree in a relevant field with demonstrated experience in a HR generalist or Recruitment role in a complex organisation or an equivalent combination of relevant experience and/ or qualifications.
2. Demonstrated ability to foster a safe and collaborative work environment through supervising, mentoring and training staff to ensure productive, effective and efficient work practices.
3. Sound knowledge of and demonstrated experience with contemporary HR/ recruitment practices with the ability to interpret and apply policies, procedures and legislative requirements as they relate to employment matters.
4. Demonstrated high level customer service and communication skills with an ability to liaise effectively with stakeholders in a culturally diverse environment.
5. Demonstrated analytical and problem-solving skills, with a proven ability to use initiative, investigate issues, collect and analyse data and to make recommendations on solutions.
6. Proven organisational skills and ability to prioritise own workload and to work effectively both independently and as part of a team, meeting demanding deadlines and delivering high quality outcomes.
7. Highly developed computer skills, including proficiency using the Ms Office suite and experience with online HR information systems. Advanced skills in Excel will be highly regarded.
8. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

ANU Officer Levels 6 and 7 are broad banded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the position.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

References:

[Professional Staff Classification Descriptors](#)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	DSS	Dept/School/Section	Recruitment
Position Title	Recruitment Consultant	Classification	ANU Officer 6/7
Position No.	37665/ 34833 / 15569 / 16526 / 21856	Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
Organizing events	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION	-		IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>	BIOLOGICAL MATERIALS		
CHEMICALS			microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					
Supervisor/Delegate Name:			Date:		