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## POSITION DESCRIPTION

# Talent Acquisition Consultant

Position Level	Level 7
Faculty/Division	HR
Position Number	Admin Only
Original document creation	July 2021

### Position Summary

The Talent Acquisition Consultant delivers a seamless professional internal recruitment consultancy service for academic and professional appointments. Talent Acquisition Consultant is accountable for advising and delivering on local, national and international sourcing and recruitment strategies designed to find and attract the best talent to UNSW Australia. The position serves to deliver UNSW's recruitment strategies linked to the successful outcomes of the 2025 Strategy. The Talent Acquisition Consultant will be responsible for the delivery of effective recruitment strategies, processes and initiatives relating to search, attraction and selection of high performing talent. The role will count amongst its client group a diverse range of stakeholders across the University including Deans, Heads of Schools, School Managers, General Managers and senior professional staff.

### Accountabilities

Specific accountabilities for this role include:

- Deliver an effective end-to-end recruitment process, ensuring a positive and seamless recruitment experience for candidates and hiring managers.
- Provide recruitment and selection advice to clients, stakeholders and peers regarding (not limited to): attraction and advertising strategies, candidate management, behavioural interviewing, reference checking, psychological assessment and pre-employment checks.
- Provide excellent candidate management throughout the recruitment lifecycle.

- Use of a broad range of mediums to advertise for candidates including job boards, social media, internet sourcing, database searches etc for active and passive candidates
- Assist the Team Lead, Talent Acquisition in working with clients to identify their leadership/professional recruitment needs and develop appropriate recruitment strategies for each assignment.
- Monitor talent market trends in the Higher Education industry and provide advice to clients (Faculties/Divisions) in regards to sourcing strategies for specific roles.
- Participate in the delivery of Recruitment and Selection training across the University.
- Participate as part of Selection Committee when required.
- Adherence to legal and regulatory compliance requirements throughout the recruitment process.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

### **Skills and Experience**

- Tertiary qualifications or equivalent in a relevant discipline, and significant experience as a recruitment consultant with a mix of agency and in-house exposure
- Demonstrated success in a Recruitment Consultant role with exposure recruiting at entry to mid management level roles with a strong understanding of volume recruitment. Experience working in end to end recruitment, including on-boarding and induction would be ideal.
- Extensive knowledge and experience in delivery of contemporary recruitment, selection and talent pool attraction strategies.
- Demonstrated experience and knowledge of internal recruitment consultancy practices and the ability to manage client expectations.
- Demonstrated experience in providing a positive culture of candidate care and strong candidate management.
- Ability to build relationships, interact effectively with a wide client base, manage expectations and communicate and influence positive outcomes.
- Highly developed problem solving and analytical skills to interpret and apply policies and procedures, and prepare reports using data from a variety of information sources.
- Demonstrated ability to work independently as well as productively within a team.
- High level computer literacy in recruitment applications (such as PageUp, LinkedIn and Seek), the Microsoft Office suite, databases, spreadsheets, and knowledge of the web and internet.
- Willingness and capacity to implement equal opportunity and diversity policies and programs
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

#### **About this document**

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.