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## POSITION DESCRIPTION

# HR Consultant (Recruitment)

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Position Level	7
Faculty/Division	UNSW Canberra (ADFA)
Position Number	00082088
Original document creation	January 2022

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## Position Summary

The HR Consultant (Recruitment) will deliver customer focused, collaborative and consistent HR and Recruitment services and advice for UNSW Canberra. The position is responsible for delivering professional internal recruitment consultancy services and a range of generalist HR Functions.

The HR Consultant reports to the HR Business Partner with a dotted reporting line to the Head, Talent and Recruitment UNSW Sydney, and Deputy HR Business Partner, UNSW Canberra.

## Accountabilities

Specific accountabilities for this role include:

- Deliver advanced operational HR services to UNSW Canberra and ensure client needs are met.
- Deliver an effective end-to-end recruitment process, ensuring a positive and seamless recruitment experience for candidates and hiring managers.
- Provide expert HR advice and assistance to clients on a broad range of more complex HR matters.
- 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.
- Use a broad range of mediums to engage candidates including social media, internet sourcing, database searches etc for active and passive candidates.
- Monitor talent market trends in the Higher Education industry and provide advice to clients in regards to sourcing strategies for specific roles.
- Provide effective reporting and analysis, utilising and understanding data and metrics as applicable to client groups.
- Assist with the delivery of UNSW Canberra HR and Talent Acquisition projects and initiatives.
- Collaborate with HR colleagues at UNSW Sydney within the HR and Talent Acquisition function to deliver a One HR service.
- Deliver Recruitment and Selection training across UNSW Canberra.

- 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 with significant HR and Recruitment experience, or equivalent combination of education, training and experience.
- Demonstrated ability to apply knowledge and experience to analyse and resolve complex and sensitive HR issues efficiently and effectively.
- Proven experience managing end-to-end recruitment processes ideally within an internal environment.
- Demonstrated stakeholder management and candidate engagement capability; ability to build relationships, interact effectively with a wide client base, manage expectations and communicate and influence positive outcomes.
- Demonstrated experience delivering contemporary recruitment, selection and talent attraction strategies.
- Proven ability to complete work in tight timeframes and the flexibility to handle changing priorities.
- Demonstrated ability to learn, implement, manage and maintain HR and Recruitment databases by applying a range of learned computing skills including high level data gathering, analysis and reporting skills.
- Demonstrated ability to work independently as well as productively within a team.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

## Pre-employment checks required for this position

- Verification of qualifications
- Criminal History Check
- Identification Check

### 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.