POSITION DESCRIPTION

Talent Acquisition Administrator

Position Level | Level 5
Faculty/Division | Human Resources
Position Number | 02/03/ 2021

Position Summary

The Talent Acquisition Administrator supports the Talent Acquisition team to service the operational needs of the client group at a faculty/divisional level. The role undertakes high level administrative and resourcing activities to assist the Talent Acquisition Consultants and Coordinators.

Accountabilities

Specific accountabilities for this role include:

- Act as the first point of contact for candidates and the Talent Acquisition team.
- Assist the Talent Acquisition team with scheduling interview panels, booking meeting rooms, coordinating Candidate background checks process and arranging catering for selection committees.
- Posting advertising to various media. Coordinating tracking of advertising spend and charge back to business units.
- Review and respond to recruitment enquiries in a timely manner.
- Provide high-level candidate care and operational support through the end-to-end recruitment process.
- Provide high quality customer service by delivering accurate and consistent advice at all times, referring matters to relevant HR staff and specialist teams as appropriate.
- Undertake various projects and other duties as directed by the Talent Acquisition team.
- 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

• Previous experience working in Recruitment or Human Resources administration function and/or an equivalent level of knowledge gained through any other combination of education, training and/or experience.

• Ability to draft and prepare recruitment related documentation with a high level of attention to detail and accuracy.

• Ability to maintain high standards of ethical professional practice including protection of confidentiality of clients.

• Demonstrated commitment to delivering excellent client service with the ability to set priorities and effectively work independently and as part of a team environment.

• Demonstrated skills in using office software including email, word processing, spreadsheets and experience in using Recruitment and HR systems, including data review and general reporting.

• Ability to set priorities and manage workflow independently for a high volume workload.

• Ability to use judgment and discretion and seek advice and assistance from senior/ specialist staff as required.

• 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.

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.