POSITION DESCRIPTION

Talent Acquisition Consultant (Generalist and Projects)

Position Level | Level 8
Faculty/Division | Human Resources
Position Number | 00101794
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Position Summary

The Talent Acquisition Consultant delivers a seamless professional internal recruitment consultancy service for academic and professional appointments, with a focus on mid to senior management level roles. The role 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 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 undertake activities such as the additional sourcing of passive candidates via search, networking or direct approach and will also undertake executive level search services for critical and hard to fill roles.

The role of Talent Acquisition Consultant reports to the Recruitment Operations Manager and may have up to 1-2 direct reports.

Accountabilities

Specific accountabilities for this role include:

- Deliver an effective end-to-end recruitment process, primarily for mid to senior management level roles, ensuring a positive and seamless recruitment experience for candidates and hiring managers.
- Work with clients to identify their leadership/professional recruitment needs and develop appropriate recruitment strategies for each assignment.
- Lead account management for client groups, monitoring KPI’s and client satisfaction.
Monitor talent market trends in the Higher Education industry and provide advice to clients on sourcing strategies for specific roles.

Use a broad range of mediums to engage candidates including social media, internet sourcing, database searches etc for active and passive candidates.

Provide excellent candidate management throughout the recruitment lifecycle.

Undertake additional sourcing of passive candidates via networking, direct approach (headhunting), search committees and research.

Provide direct support for recruitment project delivery, and recruitment process improvement initiatives.

Collaborate on emerging enhancements to refine UNSW's employee value proposition frameworks/ offering in partnership with internal and external stakeholders.

Participate in the delivery of Recruitment and Selection training for hiring manager.

Supervise, coach and mentor other team members as required.

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 and extensive experience working as a talent acquisition consultant with a mix of agency and in-house exposure.

- Demonstrated experience recruiting mid to senior management level roles and using executive search methodologies applied to specialist technical and executive level roles.

- Extensive knowledge and experience in the delivery of contemporary recruitment, selection, and talent pool attraction strategies.

- Demonstrated experience in providing a positive culture of candidate care and strong candidate management.

- Demonstrable experience in recruitment project management/delivery and system/process improvements.

- Prior experience with the development and ongoing enhancement of an employee value proposition framework highly regarded.

- Strong 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. Experience managing, mentoring and coaching team members.

- Advanced computer literacy in recruitment applications (such as PageUp, LinkedIn and Seek), the Microsoft Office suite, databases, spreadsheets, and knowledge of the web and internet.
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.