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POSITION DESCRIPTION

Talent Acquisition Coordinator

Position Level	Level 6
Faculty/Division	Human Resources
Position Number	
Original document creation	2023

Position Summary

The Talent Acquisition Coordinator will support delivery of a seamless professional internal recruitment service for academic and professional appointments. The role will be responsible for coordinating effective recruitment processes and initiatives relating to search, attraction and selection of talent.

Accountabilities

Specific accountabilities for this role include:

- Coordinate and deliver full end-to-end coordination and generalist support across the recruitment life cycle, ensuring a positive and seamless recruitment experience for candidates and hiring managers.
- Assist Talent Acquisition Consultants in working with clients to identify their leadership/professional recruitment needs and develop appropriate recruitment strategies for each assignment.
- Provide recruitment and selection support and advice to clients, stakeholders and peers and deliver excellent candidate management throughout the recruitment lifecycle.
- Use a broad range of mediums to engage candidates including social media, internet sourcing, database searches etc for active and passive candidates.
- Provide resourcing support across the Talent Acquisition team and assist with the delivery of HR and Talent Acquisition projects and initiatives as required.
- Provide support and advice to clients (Faculties/Divisions) in regard to sourcing specific roles by monitoring talent market trends in the Higher Education industry.

- 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 a minimum 2 years of experience as a recruitment consultant.
- Demonstrated talent acquisition experience managing end-to-end recruitment lifecycles ideally within an internal environment.
- Exceptional candidate management and stakeholder engagement capability. Demonstrated understanding of contemporary recruitment, selection and talent pool attraction strategies.
- Ability to build relationships, interact effectively with a wide client base, manage expectations and communicate and influence positive outcomes.
- Demonstrated problem solving and analytical skills to interpret and apply policies and procedures, and prepare reports using data from a variety of information sources.
- Proven ability to complete work in tight timeframes and the flexibility to handle changing priorities.
- Strong 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.