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## POSITION DESCRIPTION

# Casual Talent Acquisition Administrator

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Position Level	5
Faculty/Division	Operations/ Human Resources
Position Number	ADMIN ONLY
Original document creation	10/09/ 2021

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### Position Summary

The Talent Acquisition (TA) Administrator is part of a TA team who are responsible for the delivery of recruitment to Faculty and Divisional client areas of UNSW. The position supports the TA Administration Lead to service the operational needs of clients at a Faculty/Divisional level.

The position is expected to build strong and effective professional networks across the Faculties and Divisions and broader HR team. The position will also develop an understanding of the particular dynamics of the structure, priorities and staff within a particular area so that a tailored and effective recruitment service may be provided. It is expected that the TA Administrator will exercise complete discretion and absolute confidentiality, at all times.

The role of TA Administrator reports to the TA Administration Lead and has no direct reports.

### Accountabilities

Specific accountabilities for this role include:

- Coordinate, through UniHire, the casual academic and professional recruitment process for UNSW, including regular liaison with Faculty and Division administrators and hiring managers.
- Act as the subject matter expert in the administration of the casual process within UniHire.
- Provide high quality customer service by delivering accurate and consistent advice at all times, referring matters to relevant TA/HR staff and specialist teams as appropriate
- Be the first point of contact for Faculty & Divisions administrators regarding the process of hiring casuals
- Review and monitor casual offers ensuring compliance requirements are met

- Monitor background checks and reference checks, escalating issues to specialist teams as required
- Create & maintain casual positions available for use in Unihire
- Monitor and maintain casual talent pools & application forms as required
- Run monthly and annual processes to align casual candidate statuses purged from payroll
- Provide regular reports and documentation on the casual recruitment process as required
- Assist with training of new and existing users in the use of UniHire in the casual recruitment process
- Undertake and contribute to various projects and other duties as directed by the TA team.
- Maintain high standards of ethical professional practice including protection of confidentiality of clients
- 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 an administration capacity within a complex and demanding environment
- Demonstrated commitment to delivering excellent client service with the ability to set priorities and effectively work independently and as part of a team environment
- Ability to draft and prepare documentation with a high level of attention to detail and accuracy.
- 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.
- Ability to build strong working relationships with stakeholders
- Demonstrated skills in using office software including email, word processing, spreadsheets and experience in using computerised HR systems, including data review and general reporting.
- 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.

