POSITION DESCRIPTION

People and Recruitment Advisor

July 2024
Position Summary

College / Division
Division of People and Wellbeing

School / Section
People Services

Location
Launceston/Hobart

Classification
HEO Level 5

Reports to
Manager, People and Recruitment

Position Overview

The People and Recruitment Advisor plays an important role in building a strong employer brand for our organisation. As a first point of contact, you will work within a centralised, customer centric team within People Services, to provide generalist People and Wellbeing advice, guidance and support, with a strong focus on recruitment.

Passionate about customer service and continual improvement you will provide proactive, accurate, and solution-focussed advice on the interpretation and application of UTAS People and Wellbeing policies, procedures, agreements, employment conditions and entitlements.

A key responsibility is coordinating the administrative tasks associated with the employee lifecycle. This encompasses activities associated with recruitment through to the cessation of employment as well as assisting the People and Wellbeing Business Partners in the delivery of a range of People and Wellbeing services, projects and business improvement processes across the Colleges and Divisions at UTAS.

About the University of Tasmania

Welcome to the University of Tasmania, your island campus 1,270 million years in the making. This is heightened education at a slower pace of life. A place that attracts the highest percentage of scientists per capita in the world. Home to towering temperate rainforests, 60,000 years of human knowledge and underground cultural experiences of legend. Take your time to breathe it all in.

Our journey began in 1890, with a seed of academic excellence sown on our island. We inspire and encourage people to flourish and thrive. Our unique circumstances have made us resilient, transforming us into creative problem solvers. Our success is a testament to our quiet determination and adaptability.

We are more than just a place of learning. We are a catalyst for economic growth, a beacon for literacy, a champion for health and a guardian of our environment. We generate powerful ideas for and from Tasmania. We invite inquiring minds, from near and far, to join us in our pursuit of the extraordinary.
Accountabilities and outcomes

Key Outcomes

- Actively contribute to a superior service culture enhancing the awareness and contribution of the People Services team to customers. Facilitate feedback on service levels and identify opportunities to improve service delivery.
- Provide proactive, accurate, and solutions focussed advice on the interpretation and application of People and Wellbeing policies, procedures, agreements, employment conditions and entitlements.
- Ensure exceptional customer service is delivered to candidates throughout the recruitment process by coordinating and supporting the recruitment and selection processes from end to end, within agreed timeframes. This includes providing advice and support to managers; coordinating candidate information and interviews; preparing employment documents and coordinating appropriate visas and relocations.
- Contribute to the development, implementation and monitoring of internal policies, guidelines, procedures and processes to provide accurate, consistent and timely delivery of services
- Coordinate and support key People and Wellbeing processes (e.g. Academic Promotion, Adjunct and Clinical Titles) ensuring appropriate advice is provided and the processes are implemented and delivered with a consistent and customer focused outcome.

Behavioural Expectations

We aim for everyone to have a positive experience at our university, and all staff contribute toward creating a university culture that is safe and supportive, enabling our community to flourish by:

- Treating all others – staff, students and community with fairness, equity and respect.
- Ensuring the workplace is an inspiring and safe place to be.
- Ensuring the workplace is free from harassment, bullying, victimisation and discrimination.

Success profile

Personal Attributes

- Resilience: Able to stay calm under pressure and tolerate stress. Adept at calming others and resolving conflict in stressful situations.
- Detail Oriented: Produces high quality work through attention to detail, checking for errors and following procedures to finish tasks within specified timescales.
- Supportive: Understands others through listening and empathy, works well in a team and actively involves others by valuing individuals’ unique perspectives.
- Flexible: Has an optimistic approach and readily recovers from setbacks. Embraces change and invites feedback to adapt and improve in the face of new challenges.

Role Specific Skills, Knowledge and Experience

- A qualification in a Human Resources related field and/or equivalent experience is desirable.
- Sound knowledge of contemporary People and Wellbeing management principles and practices, and ability to interpret relevant legislation, employment conditions and entitlements.
- Proven ability to work in a collaborative team environment and demonstrated capacity to act independently within established guidelines, exercising discretion and sound judgement.
• Demonstrated commitment to customer service excellence and proactively contribute to the continuous improvement of systems, processes and procedures.
• Effective interpersonal, resilience, communication and influencing skills with a positive can-do attitude.
• Exceptional organisational skills with strong attention to detail and a demonstrated ability to prioritise tasks and meet deadlines.

Other Requirements

As part of our commitment to a safe and inclusive workplace, employment history and criminal background checks may be conducted as part of the selection process.
The intention of this Position Description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties may be altered in accordance with the changing requirements of the position.