

People and Recruitment Advisor

College/Division	Division of the Chief Operating Officer
School/Section	University Services/Shared Services
Location	Hobart
Classification	HEO4 /5
Reporting line	Team Leader, Service Centre

Position Summary

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and culture future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

This 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 Shared 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 value add People and Wellbeing services, projects and business improvement processes across the Colleges and Divisions at UTAS.

We are an inclusive workplace committed to ‘working from the strength that diversity brings’ reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.

What You'll Do

- Actively contribute to a superior service culture enhancing the awareness and contribution of the Shared 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 focussed outcome.

What We're Looking For (success criteria)

- 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.

University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

Check out more here:

<https://www.utas.edu.au/jobs>

<https://www.utas.edu.au/careers/our-people-values-and-behaviours>

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 above may be altered in accordance with the changing requirements of the position.

