POSITION DESCRIPTION

Position Title	Recruitment Partner		
Organisational Unit	Human Resources		
Functional Unit	HR Business Partnering		
Nominated Supervisor	Manager, Recruitment Partnering		
Higher Education Worker (HEW) Level	Anticipated – HEW 8	Campus/Location	Brisbane/North Sydney/ Melbourne
CDF Achievement Level	All Staff	Work Area Position Code	
Employment Type	1 FTE	Date reviewed	

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Our *Mission: Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University, and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly-funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have got seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

In order to be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

We hope that you might champion these values, and work with us to create a place of learning that is not only the envy of the world, but the making of it.

The structure to support the University consists of:
- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Students, Learning and Teaching
- Vice President
- Pro Vice-Chancellor Assisting the Vice-Chancellor and President

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Vice President drives both the Identity and the Mission of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

ABOUT THE HUMAN RESOURCES DIRECTORATE

The Human Resources Directorate offers professional services and initiatives at a national and local level to support the strategic objectives of the University. Human Resources is guided by the Strategic Plan, the Workforce Framework and all people management enabling Frameworks, which sets clear organisational expectations on workplace culture, workforce profiling and workforce involvement.

The Human Resources Directorate provides the frameworks, including development, analysis, programs and interventions to support all levels of management achieve organisational outcomes. To achieve this, Human Resources takes a business focus and partnership role in strategic and change matters. Further, it is expected that HR will provide effective support and advice to staff through a range of mechanisms that include effective business processes, effective HR Systems, effective management of employment arrangements and records, effective and timely management of remuneration matters.

ABOUT HR BUSINESS PARTNERING

HR Business Partnering led by the Associate Director is responsible for the delivery for HR services that supports the staff experience from the commencement of employment to separation from the University, and is the core service interface of Human Resources with the organisation.

HR Business Partnering include four HR Business Partnering teams, a Capability and Development team as well as Recruitment and Superannuation and Salary Packaging specialists.

The HR Business Partnering teams provide generalist support in response to the range of needs of the Executive Staff, Staff, and support to people management processes. There are four HR Business Partnering teams and they work to identified client groups. The HR Business Partnering teams are generalist HR practitioners who work with specialist HR units in the delivery of HR services. Specialist Recruitment, and, Superannuation and Salary Packaging roles support the HR Business Partnering teams with service delivery.

The Capabilities and Development team delivers a comprehensive organisational professional development program aligned to organisational Frameworks including, ACU Staff Code of Conduct, Capability Development Framework, Academic Performance Matrix and Evidence, ACU Service Principles. These support organisational and individual capability building.

HR Business Partnering are responsive to all staff queries, identify issues and trends and recommend intervention; initiate people management processes to the line and monitor progress; provide people management advice, coaching and guidance service to line managers and supervisors; support change management; support case management.

POSITION PURPOSE

The Recruitment Partner provides specialist recruitment advice and services for the delivery of the University's recruitment and selection activities. This includes the development of hiring managers, maintenance of the University's Policy, Procedure and Guides that support recruitment and selection activities, maintenance of the University's systems and channels for advertisements, guidance to HR Business Partners and HR Business Partner Support on the use of organisational process and systems to achieve organisational requirements.

This role works closely with clients as well as the HR Business Partnering Unit to gain an understanding of the organisational direction (strategies, targets, goals) and the recruitment requirements of clients, to ensure that a strategically aligned and professional recruitment service is delivered. This understanding assists the role to maintain the organisational structure and position management in the HR System.

The role also provides support to other recruitment related services including:
- Redeployment support;
- senior staff job design and evaluation, recruitment and remuneration management;
- organisational structure budgeting;
- Employee Value Proposition and brand alignment;
- work rights and visa advice and agent management; and
- Recruitment agency management (preferred supplier agreement).

POSITION RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- ACU Capability Development Framework
- Higher Education Standards Framework
- ACU Service Principles
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence

The Capability Development Framework in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences (**Capability Development Framework**)	Scope of contribution to the University			
		Within the work unit or team ✓	School or Campus ✓	Faculty or Directorate ✓	Across the University ✓
Deliver high level specialist recruitment advice and consultation to hiring managers and HR Business Partnering Unit to deliver an effective recruitment service across the University.	• Deliver Stakeholder Centric Service • Be Responsible and Accountable for Achieving Excellence • Communicate with Impact				✓
Undertake a comprehensive range of specialist recruitment activities including: • working closely with HR Partnering Teams and hiring manager to help determine recruitment strategy, • review and provide feedback on advertisements, • provide advice on sourcing channels, • relocation and Visa advice, • Senior Staff recruitment and remuneration, to ensure the effective delivery of recruitment services to clients.	• Deliver Stakeholder Centric Service • Collaborate Effectively				✓
Build and maintain effective working relationships with hiring managers and HR Partnering teams to work together effectively to manage the recruitment incident for the hiring manager.	• Collaborate Effectively • Deliver Stakeholder Centric Service • Communicate with Impact				✓

Key responsibilities specific to this position	Relevant Core Competences (Capability Development Framework)	Scope of contribution to the University			
		Within the work unit or team ✓	School or Campus ✓	Faculty or Directorate ✓	Across the University ✓
Maintain organisational structure and position management to support recruitment services and organisational needs in collaboration with HR Business Partnering. This includes supporting organisational change efforts with organisational structure modelling and position and placement management.	• Deliver Stakeholder Centric Service • Know ACU Work Processes and Systems • Collaborate Effectively				✓
Identify, recommend and implement new technologies and media that enhance the attraction and recruitment of high quality staff.	• Know ACU Work Processes and Systems • Make Informed Decisions • Communicate with Impact				✓
Maintain, review and enhance e-Recruitment and other supporting information systems to provide effective systems support for recruitment activities	• Be Responsible and Accountable for Achieving Excellence • Deliver Stakeholder Centric Service • Know ACU Work Processes and Systems				✓
Develop reporting tools and related measures to inform how ACU's recruitment activities meet desired outcomes	• Know ACU Work Processes and Systems • Deliver Stakeholder Centric Service • Apply Commercial Acumen				✓
Build and maintain relationships with a range of recruitment service provides to ACU including: • Recruitment Agencies, • Visa Agents, • Relocation Services, and • Specialist media channels.	• Collaborate Effectively • Deliver Stakeholder Centric Service • Communicate with Impact				✓
Source media campaigns and specialist publications to establish and enhance ACU's good reputation and image as an Employer of Choice.	• Be Responsible and Accountable for Achieving Excellence • Communicate with Impact				✓

Key responsibilities specific to this position	Relevant Core Competences (Capability Development Framework)	Scope of contribution to the University			
		Within the work unit or team ✓	School or Campus ✓	Faculty or Directorate ✓	Across the University ✓
In collaboration with Manager, HR Recruitment Partnering communicate effectively with Marketing and External Relations to ensure that ACU is receiving the best possible "media spend" and service delivery.	• Apply Commercial Acumen • Deliver Stakeholder Centric Service • Collaborate Effectively				✓
In collaboration with Manager, HR Recruitment Partnering develop and implement an Employer Value Proposition (EVP) for the University and its integration into all recruitment functions and selection, and onboarding processes.	• Deliver Stakeholder Centric Service • Communicate with Impact • Collaborate Effectively	✓			
In collaboration with the Manager, HR Recruitment Partnering, maintain the Careers at ACU website to ensuring it remains a valuable and up to date resources.	• Collaborate Effectively • Deliver Stakeholder Centric Service • Communicate with Impact	✓			
In collaboration with the Manager, HR Recruitment Partnering, maintain the integrity of the ACU brand in recruitment.	• Collaborate Effectively • Communicate with Impact • Know ACU Work Processes and Systems				✓
Contribute to the development, implementation and enhancement of administrative systems, processes and procedures within HR Business Partnering.	• Be Responsible and Accountable for Achieving Excellence • Know ACU Work Processes and Systems	✓			
Provide high level client service in support of a culture of excellence, continuous improvement and high performance consistent with the University's service principles.	• Be Responsible and Accountable for Achieving Excellence • Deliver Stakeholder Centric Service • Collaborate Effectively				✓

HOW THE ROLE OPERATES

Position Purpose

Please select at least one to three responses as this will provide the detailed information on which a position evaluation can be performed to classify the role.

All positions require certain amounts of thinking and doing (taking action). The question makes no judgment as to which is more important, but rather identifies the balance between the two for the position. The position:

☒ Is predominantly engaged in research, design, or project based activities for use or review by others.

☐ Manages or supervises a service or function with emphasis on planning, organisation and cost effectiveness.

☒ Provides information, services or advice to others and is responsible for the accuracy and the timeliness of the information provided.

☒ Provides administrative, technical, operational and/or physical services for faculties, schools, departments or other user groups.

☐ Leads a small group of staff in a specialist area, where there is a dual focus on applying specialist knowledge and on managing the organisational area.

Key Challenges and Problem Solving

PART A

- Understanding the organisational structure, its workforce profile and impact of recruitment strategy on workforce profile – and provide advice, direction and influence in this context.
- Providing advice that is a total solution/planned approach when the hiring manager only wants to know the 'right now'.
- Designing recruitment on line and workflow solution where there are a diverse range of views and system limitations/compromises.
- Gain an understanding of recruitment requirements of the University as well as recruitment and demographic trends externally to recommend effective strategies.
- Establish, build and maintain collaborative working relationships with clients to understand business and support the formation of recruitment strategies which deliver expected client outcomes.
- Work collaboratively with other areas of HR to ensure seamless delivery of end to end recruitment.
- Building acceptability across the University and within HR of new technologies and media to enhance recruitment outcomes.
- Creating acceptance across the University of the benefits and capabilities of the e-recruitment system to streamline work processes
- Achieving an effective end to end recruitment process that has aspects of process distributed to line managers

PART B

Please select one response as this will provide the detailed information on which a position evaluation can be performed to classify the role.

This question identifies the typical (most regular) problem solving processes regularly required of the position.

The position typically deals with:

☐ Problems and situations that recur the same day-to-day with essentially routine solutions.

☐ Problems or situations that are repetitive or cyclical, where the solutions selected may vary but tend to follow a regular pattern.

☐ Problems, issues or situations which require analysis and reasoning. Solutions involve a study of standards or approaches defined by a body of knowledge, specialist discipline or experience.

☒ Problems or issues which require careful in-depth interpretation, analysis and diagnosis. The position typically brings together complex and sometimes conflicting information and ideas in order to develop corrective or alternative approaches. Solutions usually require multi-discipline/framework perspectives.

☐ Unique problems or issues are breaking new ground, either within or external to the University. A combination of experience, inventiveness, experimentation and intuition is needed to produce solutions, often creating a new paradigm or conceptual framework within which to think.

Decision Making / Authority to Act

PART A

- The position holder provides specialist advice across the University on recruitment policies, procedures and processes

- The position holder decides on the record construct in the organisation structure/position management to support organisational recording, management and reporting.

- The position holder advises and recommends the use of Careers at ACU website, media placements and other media of recruitment positions, including recruitment agencies, to maximise the applicant pool and the quality of applicants.

- The position holder recommends changes to recruitment policies and procedures, and enhancements to the e-recruitment system

- The position holder sets priorities, establishes plans, devises strategies, allocates work and monitors and reports in the work area in line with delegated authority and in consultation with the Manager, HR Recruitment Partnering.

PART B

Decision Making: Please select one response as this will provide the detailed information on which a position evaluation can be performed to classify the role. This question explores the freedom the position has to make work related decisions.

The position:

☐ Completes tasks by closely following clear instructions or straightforward routines step-by–step and does not change them unless instructed.

☐ Carries out several tasks, where the nominated supervisor or policies and procedures provide guidance and instruction. The position must get the nominated supervisor permission for changing the exact method or steps in the position's work.

☐ Carries out a variety of tasks and duties within an existing work routine or policy and procedure. There is some flexibility for changing the order of tasks assigned, and for setting their own work priorities within the work area's time schedules.

☐ Makes some changes to existing procedures in order to solve problems after checking with nominated supervisor.

☐ Determines priorities and has authority to adapt procedures without changing existing policies or project deadlines. Work tends to be reviewed after the completion of each task.

☒ Works within the general framework of broad objectives, policy, principles or theories. The position determines, in relation to their area of expertise, what should be done in a unit. Work tends to be reviewed over the longer term.

☐ Assists senior University management with the development, and identification of organisational or functional policies/goals.

Thinking Processes: **Please select one response** as this will provide the detailed information on which a position evaluation can be performed to classify the role.

Identifies the way in which the position holder typically considers alternatives or options when addressing relevant issues or problems.

The position:

☐   Follows detailed rules or instructions for each task from their nominated supervisor. The position does not usually need to consider different ways of doing things.

☐   Follows standard or established procedures and instructions. The position may decide when and in what order tasks need to be completed.

☐   Considers many different procedures and standards. Because of changing priorities and work situations, the position analyses the available options and decides which procedures to follow, and in what order, so as to achieve the required result.

☒   Evaluates new methods and approaches and/or deals with complex technical problems within the framework of current objectives, policies, existing principles or theories.

☐   Develops courses of action within broad functional policies and with short term goals, the position sets the plans for a major area of the University, such as a Faculty or Directorate, and determines the priorities and processes for achieving them.

☐   Develops courses of action as they relate to the long-term strategy of the University.

Communication / Working Relationships

PART A
- The position holder communicates with internal stakeholders at all levels including Senior Staff to provide specialist advice and support on recruitment activities.
- The position holder presents a plan to achieve an identified outcome and regularly provides a progress report to all stakeholders.
- The position holder works across the organisation with all hiring managers to provide training in Role of Chair on recruitment panels.
- The position holder liaises with the Manager, Recruitment Partnering and Workforce Systems & Processes to facilitate effective use of the e-Recruitment system (PageUp or its replacement).
- The position holder communicates with the Manager, Recruitment Partnering and Information Technology to facilitate effective use of Careers at ACU website for recruitment function and end users.
- The position holder communicates with advertising agencies, media providers and recruitment agencies to outsource relevant services for recruitment function.

PART B

Interpersonal Skills: Please select one response as this will provide the detailed information on which a position evaluation can be performed to classify the role.

This question examines the nature of the people skills required in the position.

The position:

☐   Is primarily in contact with nominated supervisor and co-workers within the work group and is expected to communicate information effectively.

☐   Is in frequent contact with people outside the work group in order to provide or obtain information and/or a service. The position holder requires good communication skills in dealing with others which may involve interacting with difficult or emotional people.

☐   Works as part of a team which has to co-ordinate its own workflow. The position is required to maintain a high level of communication, relationship management and negotiation skills with other team members in order to achieve the team's objectives. This may include dealing with conflict or emotional people.

☒   **One or more of:**

- Regularly influences opinion and attitudes of others, either inside the University of outside it.
- Negotiates competitive contractual arrangements with suppliers and/or government agencies.
- Communicates and/or negotiates the implementation of policies within the University.
- Changes attitudes and/or priorities within a diverse group.
- Resolves problems or situations of critical importance to the University where there is a need to deal with and turnaround difficult or emotional people, conflict or uncertainty.

☐   **One or more of the following are a <u>permanent and essential part</u> of the position:**

- Directs and motivates others to accept decisions or change their behavior in adversarial, political or competitive situations.
- Develops in-depth relationships and obtains co-operation or commitment to change.
- Deals with people to resolve difficulties in relation to extremely delicate, emotional or controversial issues or situations, where influencing their thoughts and behavior is critical to successfully meeting the responsibilities of the position.
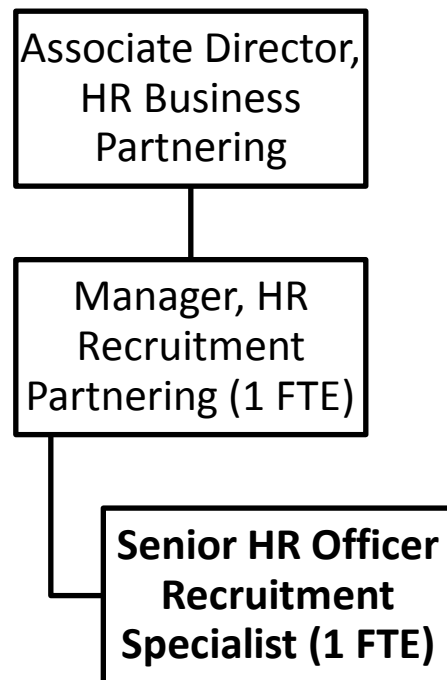
Skills, Knowledge and Experience (Selection Criteria)

This question identifies the total knowledge and skill required of the position. **<u>Please select one.</u>**
The position has:

☐   An ability to perform straightforward work tasks. It can be learned in a few weeks

☐   Knowledge of how to perform a variety of duties which may involve the performance of duties where a manual provides easy instruction. This knowledge is usually learned during a period of three to six months.

☐   Knowledge of an area's work procedures or ability to provide task guidance to others. One or two years of work experience or specialised training is needed to gain required skills.

☐   **One or both of:**

- In-depth knowledge of procedures and functions of your department, school or equivalent unit through approximately three years of experience.
- A range of vocational, technical and interpersonal skills required for supervising a work group.

☐   **One or both of:**

- The knowledge and application of theories and principles of discipline. This is gained from post-secondary education (or equivalent knowledge) and on-the-job experience.
- Demonstrated conceptual understanding related to the research and development of policies, specific procedures, processes and information systems.

☒   **One or both of:**

- Expertise in one or several related disciplines, functions or bodies of knowledge, gained through extensive experience.
- The ability to provide intellectual leadership related to design, broad functional policy across more than one area.

☐   **One or both of:**

- A broad range of general knowledge and experience for the overall management of large and functionally diverse units.
- The ability to provide leadership, requiring leading-edge approaches within disciplines, accompanies by external peer recognition.

Reporting Relationships

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        ┌─────────────────────┐
        │ Associate Director, │
        │   HR Business       │
        │    Partnering       │
        └─────────────────────┘
                   │
        ┌─────────────────────┐
        │  Manager, HR        │
        │  Recruitment        │
        │ Partnering (1 FTE)  │
        └─────────────────────┘
                   │
              ┌─────────────────────┐
              │ **Senior HR Officer** │
              │ **Recruitment**       │
              │ **Specialist (1 FTE)** │
              └─────────────────────┘
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For further information about structure of the University refer to the organisation chart.

SELECTION CRITERIA, QUALIFICATIONS AND CAPABILITY OF THE POSITION HOLDER

Qualifications and Capability		Selection Criteria?
Qualifications, skills, knowledge and experience		
1.	Relevant degree, preferably at postgraduate level, and extensive relevant experience, or an equivalent level of knowledge gained through any combination of education, training and/or experience	Yes
2.	Demonstrated ability to adapt, develop and provide strategically aligned recruitment solutions and outcomes for an organisation.	Yes
3.	Demonstrated understanding of organisational design and workforce planning to advise recruitment strategic approaches.	Yes
Core Competencies (as per the <u>Capability Development Framework</u>)		
4.	Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.	Yes
5.	Highly developed interpersonal skills and demonstrated experienced of successfully managing stakeholder relationships in delivering service goals.	Yes
6.	Demonstrated commitment to delivering stakeholder centric service and keeping stakeholder interests at the core of business decisions to maintain service excellence. See the <u>ACU Service Principles</u>.	Yes
7.	Demonstrated planning, organisational and project management skills, with the ability to manage multiple projects, achieve required outcomes and meet deadlines in a high-pressure environment.	Yes
8.	An ability to take personal accountability for achieving the high-quality outcomes through an understanding of organisational context, self-reflection, and aspiring to and excellence.	Yes
Other attributes		
9.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.	Yes