



Recruitment Officer

Department/Unit	HR Operations Centre
Faculty/Division	Monash HR
Classification	HEW Level 5
Work location	Mulgrave
Date document created or updated	December 2016

Organisational context

There's a certain feeling you get from working at Monash University. It's the feeling that you're a part of something special. Something significant. And that's because you're not just starting your career, or taking on a bigger challenge. You're making a real contribution – surrounded by energetic, inspiring people who are driven to make a difference as well. Monash is a place where you'll be able to develop your career in exciting, sometimes unexpected ways – putting you in the best possible position for a rewarding future. Discover more at www.monash.edu

This position is located within Monash HR. We facilitate staff engagement and organizational performance by providing workforce management expertise and Human Resources (HR) service and solutions. To learn more about the work we do, [please visit our website](#).

Monash HR Values

- Integrity
- Collaboration
- Innovation
- Excellence

Position purpose

The Recruitment Officer provides specialised advice and delivers expert management of the end to end recruitment activity. This will include ownership and facilitation of all assigned roles within the aligned portfolio. This role will work closely with relevant stakeholders, whilst contributing to the resourcing needs and long term goals of the university.

Reporting line: The position reports to the Recruitment Team Manager, who will provide daily supervision

Supervisory responsibilities: Not applicable

Financial delegation and/or budget responsibilities: Not applicable

Key responsibilities

1. Manage end to end recruitment activity for all assigned roles across the aligned portfolio and in line with key organisational requirements. Together with identifying continuous improvement initiatives throughout the end to end recruitment activity
2. Maintain an up to date working knowledge of our industry in order to provide advice and guidance to relevant stakeholders, including Hiring Managers and HR Business Partners
3. Support the University's organisational structure and hiring needs by developing well written, high quality position descriptions that adhere to classification requirements and meet the rules of contemporary best practice
4. Maximise the use and effectiveness of resources (i.e.: people, systems and processes) to deliver and manage accurate and high quality end to end recruitment services to the University ensuring you produce excellence in quality and customer service throughout
5. Work cooperatively & collaboratively with other Monash HR colleagues to deliver high quality, consistent services to internal and external stakeholders, whilst ensuring your delivery across the recruitment lifecycle is in line with operational excellence expectations and measurements against department deliverables and KPI's
6. Champion the organisations vision and values through delivering operational excellence, quality assurance and professional behaviour
7. Ensure the experience delivered to our clients and candidates is underpinned by an excellence in customer service without compromise

Key selection criteria

Education/Qualifications

1. The appointee will have:
 - Degree qualification/sin HR or other relevant discipline and substantial relevant experience, or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Demonstrated experience and knowledge of the end to end recruitment process including best practises approaches In line with current industry benchmark
3. Excellent communication and interpersonal skills with the ability to tailor delivery to varying stakeholder levels and preferences
4. Demonstrated capability in recruitment analysis and development of process matrices for contribution to continuous improvement
5. Strong attention to detail with an ability to manage competing priorities and maintain quality service delivery when working under pressure
6. Respect for confidential information obtained internally and externally
7. A collaborative approach to building professional relationships and working with a team to contribute to the team vision

8. Sense of urgency and ability to assess and meet priorities through good time management coupled with a high level of initiative and ability to work autonomously where required
9. Tactful and discrete when dealing with internal and external stakeholders with the flexible ability to adapt to a changing environment whilst dealing with some ambiguity

Other job-related information

- Shift work, overtime and out of hours work (including evenings, weekend and public holidays) may be required
- Travel to other campuses of the University is required
- There may be peak periods of work during which the taking of leave may be restricted

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.