



Position Description

College/Division:	Human Resources Division
Department/Unit:	Recruitment
Position Title:	Recruitment Officer
Classification:	ANU Officer Grade 5 (Administration)
Responsible to:	Recruitment Consultant

PURPOSE STATEMENT:

The Recruitment Officer provides high quality recruitment, search and general HR support to stakeholders, contributing to the efficient and effective delivery of HR services.

Position Dimension & Relationships:

The Recruitment Officer works closely with the other members of the Recruitment team and with HR practitioners across campus. The Recruitment Officer is responsible for the provision of day-to-day administration, front line support and basic advice on a wide range of matters related to recruitment and search, ensuring compliance with the University's Enterprise Agreement (EA), policies and procedures as well as data accuracy and integrity and the timely escalation of more complex matters to the relevant team members.

Role Statement:

Under general direction, the Recruitment Officer will:

1. Act as the first point of contact for recruitment and search related enquiries, managing the flow of incoming and outgoing correspondence and phone calls and providing accurate advice on the application of the University's Enterprise Agreement, as well as other HR policies and procedures and escalating more complex enquiries as needed.
2. Provide high quality support for operational aspects such as: timely review and approval of job requests through ANU Recruit; coordination of psychometric testing; recruitment and selection of staff including committee support; recruitment reporting; staff on-boarding and advice on remuneration and employment conditions.
3. Generate and process HR documentation related to employment and honorary appointments in a timely manner, including offer letters, cessations, payment and other employment-related forms.
4. Ensure the maintenance of accurate HR management system data, running routine reports, actioning items and conducting data integrity checks, as needed. Ensure accurate record keeping using Electronic Records Management System (ERMS).
5. Assist with the implementation and roll-out of various local or University-wide HR projects, providing timely and high-quality support.
6. Liaise with and build networks within the campus HR community, developing a broad base of HR skills, and actively participate in the continuous improvement of the HR processes and quality service delivery.
7. Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
8. Perform other duties as directed, consistent with the classification level of the position and in accordance with the principle of multi-skilling.

SELECTION CRITERIA:

1. Demonstrated experience in a recruitment role or an equivalent combination of relevant experience and qualifications. AHRI membership or eligibility for membership will be highly regarded.
2. Sound knowledge of and interest in contemporary recruitment and search practices, including the use of social media to source relevant candidates, and the ability to interpret and apply policies and procedures related to employment matters.
3. Demonstrated high level of candidate care, customer service and effective communication skills with an ability to consult and liaise effectively with a wide range of stakeholders in a culturally diverse environment.
4. Proven organisational skills and attention to detail, with a demonstrated ability to prioritise own workload and to work effectively both independently and as part of a team, meeting competing deadlines and delivering high-quality outcomes.
5. Demonstrated experience using HR information systems including the ability to generate complex reports and demonstrated skills using the MS Office suite, in particular Excel and Outlook.
6. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

References: [Professional Staff Classification Descriptors](#)