

## POSITION DESCRIPTION

Business Services  
Chief Operating Officer Portfolio

### Coordinator, Senior Academic Talent Acquisition

**Position Number** 0055997

**Classification** UoM5 - \$75,011 - \$86,158 (pro rata for part-time)

**Superannuation** Employer contribution of 17%

**Basis of Employment** Fixed Term 12 Months

**FTE** Full Time (1 FTE) or Part Time (0.8 FTE)

**Direct Reports** 0

**Position Reports to** Head of Senior Academic Talent Acquisition

**Location** Parkville

**CONTACT** Name: Pauline Mooney

**FOR ENQUIRIES ONLY** Email: [pauline.mooney@unimelb.edu.au](mailto:pauline.mooney@unimelb.edu.au)

*Please do not send your application to this contact*

## 1. Position Summary

### 1.1 ROLE PURPOSE

The Coordinator, Senior Academic Talent Acquisition provides efficient and flexible administrative support across the recruitment process as part of the Senior Academic Talent Acquisition Team. Acting as a main point of contact for all administrative queries relating to the Senior Academic Talent Acquisition function, the incumbent will report into and work closely with the Head of Senior Academic Talent Acquisition, liaise with stakeholders within faculty and potential candidates when required.

### 1.2 ROLE CONTEXT

The Senior Academic Talent Acquisition function provides specialist TA services to the university. Supporting both Senior Academic and Professional roles within faculty, the team is currently expanding the service offering to all faculties across the University to provide best-practice expertise for the hire of senior internal and external staff.

The Senior Academic Talent Acquisition Team and this role sits in the HR Services Group that provides other specialist and transactional support across the employee lifecycle including HR administration, payroll, and travel services.

## 2. Key Responsibilities

KEY RESPONSIBILITIES	KEY ACTIVITIES
1. Service Delivery	<ul style="list-style-type: none"><li>• Support effective running of the senior talent acquisition process by managing various administration activities in a timely manner.</li><li>• Managing various administration activities for senior academic requisitions, across the university (e.g. position number and Job card creation; submission of Service Now tickets to request job advert posting and offer letter generation).</li><li>• Coordinating and scheduling panel meetings throughout the interview process</li><li>• Coordinating and scheduling of interviews in line with senior recruitment process / policy</li><li>• Coordinating external providers and stakeholder meetings involved in the TA process (E.g. Talent mapping providers)</li><li>• Supporting the Head of Senior Academic Talent Acquisition in the development of advertising campaign material</li><li>• Compiling of panel meeting packs, e.g. agendas, resumes etc</li></ul>

2. Customer Service	<ul style="list-style-type: none"> <li>Manages the day-to-day Senior TA queries inbox, ensuring all are dealt with in an effective and timely manner and escalated where necessary.</li> <li>Ensuring all candidate communication as requested by the Head of Senior Academic TA is actioned in a timely manner</li> </ul>
3. Teamwork	<ul style="list-style-type: none"> <li>Cooperating with other TA team members and hiring managers as required.</li> <li>Builds and maintains strong working relationships with stakeholders and their support staff, ensuring that they are continually appraised and updated on relevant actions and progress.</li> </ul>
4. Compliance	<ul style="list-style-type: none"> <li>Updating the applicant tracking system as and when required, ensuring data accuracy always.</li> </ul>

### 3. Required Capabilities

REQUIRED CAPABILITIES	
Qualifications & Experience	
<ul style="list-style-type: none"> <li>A relevant tertiary qualification and/or an equivalent combination of relevant experience and/or education/training.</li> <li>Working knowledge of employment law as it relates to hiring and selection.</li> </ul>	
Knowledge & Skills	Description
COO Values Service Orientation Recruitment Systems experience/knowledge	<ul style="list-style-type: none"> <li>Demonstrates COO values by acting in the best interests of your employer; displaying service excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively, connecting with people and building relationships in your workplace.</li> </ul>
End to end recruitment cycle Ability to work with ambiguity	<ul style="list-style-type: none"> <li>Customer service orientation, demonstrating excellent interpersonal and communication skills and the ability to build effective working relationships with key stakeholders.</li> </ul>
Continuous Improvement Focus Integrity and Confidentiality	<ul style="list-style-type: none"> <li>Experience working with recruitment management and online service management systems, such as PageUp and ServiceNow.</li> </ul>
Working knowledge of employment law as it relates to hiring and selection process	<ul style="list-style-type: none"> <li>Experience in and knowledge the end to end recruitment cycle</li> </ul>
	<ul style="list-style-type: none"> <li>Demonstrated ability to work with ambiguity, showing adaptability and flexibility in the provision of TA services.</li> </ul>
	<ul style="list-style-type: none"> <li>Demonstrated commitment to continuous improvement, especially in the delivery of services.</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience managing sensitive records and maintaining confidentiality always.</li> </ul>
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#### ***4. Key Selection Criteria***

<b>KEY SELECTION CRITERIA</b>	<b>Description</b>
Criterion 1	<ul style="list-style-type: none"> <li>• Qualifications and Experience as detailed above.</li> </ul>
Criterion 2	<ul style="list-style-type: none"> <li>• Experience in scheduling and diary management using Microsoft Outlook</li> </ul>
Criterion 3	<ul style="list-style-type: none"> <li>• Experience in scheduling multiple meetings / interviews that may require urgent changes</li> </ul>
Criterion 4	<ul style="list-style-type: none"> <li>• Customer service orientation, demonstrating excellent interpersonal and communication skills and the ability to build effective working relationships with key stakeholder support staff.</li> </ul>
Criterion 6	<ul style="list-style-type: none"> <li>• Experience working with recruitment information and online systems, such as PageUp and ServiceNow.</li> </ul>
Criterion 7	<ul style="list-style-type: none"> <li>• Demonstrated ability to work with ambiguity, showing adaptability and flexibility.</li> </ul>
Criterion 8	<ul style="list-style-type: none"> <li>• Demonstrated commitment to continuous improvement, especially in the delivery of services.</li> </ul>
Criterion 9	<ul style="list-style-type: none"> <li>• Experience working with job ad and marketing platforms and the production of job ads and promotional material.</li> </ul>
Criterion 10	<ul style="list-style-type: none"> <li>• Experience managing sensitive records and maintaining confidentiality always.</li> </ul>
Criterion 11	<ul style="list-style-type: none"> <li>• Demonstrate COO values by acting in the best interests of your employer; displaying service excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively, connecting with people and building relationships in your workplace.</li> </ul>

#### ***About the Chief Operating Officer Portfolio***

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for the University's budget and financial performance, and the management of its property and capital.

The COO Portfolio is comprised of six sub-portfolios:

- Business Services
- Chief Finance Officer Group
- Legal and Risk
- Operational Performance Group

- Research, Innovation and Commercialisation
- Student and Scholarly Services

## ***Business Services***

Business Services provides a full range of class leading information technology, facilities management, finance, HR and health and safety services to all operating entities of the University.

## ***Equal Opportunity, Diversity and Inclusion***

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

## ***Occupational Health and Safety (OHS)***

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.