

## POSITION DESCRIPTION – General Staff For levels 1 to 5

Position Title: Recruitment Officer Level: 5  
Faculty/Division: Human Resources Division Department/Location: Recruitment






### Primary purpose of the position:

To provide advice, support and professional service for the University's recruitment and selection function, in particular, providing operational support to recruitment activities.

### Position Environment:

The Recruitment Unit aims to develop more robust recruitment strategies and policies to drive an agenda of change to the University of Wollongong. It also aims to significantly increase the calibre of candidates/staff through dynamic marketing strategies and improve the selection skills of staff. The Recruitment Specialist plays an important role in this team and will assist in completing projects of the unit.

### Major Accountabilities/Responsibilities:

Responsibilities		Percentage of Time	Office Use Only
1.	Provide recruitment support to Recruiters including collection of applications, compilation of program, liaison with candidates and committee members, arrangement of interviews and travel, following up on reference checks, preparation of letters of offer, and administration of correspondence in regard to recruitment.	40	
2.	Deliver recruitment services to Selection Committee including policy advice, composition and arrangement of selection committees, and provision of advice and guidelines during the selection process.	15	
3.	Deliver professional Candidate Care services to ensure that candidates retain favourable impressions of the recruitment process. Assist in the relocation of staff from interstate and overseas including liaising with relocation companies and relevant immigration authorities and agencies (where necessary).	20	
4.	Administer appropriate psychometric or work sample testings where appropriate	10	
5.	Updating and maintaining requisition and candidate database	10	
5	Assist in the implementation of various project initiatives in recruitment.	5	
6.	Observe principles and practices of Equal Employment Opportunity	Ongoing	
7.	Adhere to principles & practices of OH&S	Ongoing	

## Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

## Reporting Relationships:

Position Reports to:	Manager, Recruitment
The position supervises the following positions:	
Other Key Contacts:	

## Key Relationships:

Contact/Organisation:	Purpose & Frequency of contact
Faculty/Department Executive Officers & Administrators	Frequent - To ensure and support the practice of correct recruitment procedures.
HR Officers	Frequent – To facilitate best practice and share knowledge amongst the department.
Dept of Immigration, Multicultural and Indigenous Affairs	To keep updated on policies and UOW responsibilities and application of appropriate visas for candidates where relevant.
External providers and partners	Advertising and Recruitment agencies

## Key Challenges:

1.	To provide excellent customer service to internal clients and candidates to ensure positive experiences and results.
2.	To provide strong recruitment support for recruitment campaigns.

## SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Knowledge and understanding of various recruitment and selection tools and methodologies.
- Strong IT skills with various applications including MS Office package, navigating the Internet and other web based software.
- Ability to manage customers in a positive manner.
- Strong administration and organisational skills.

Desirable:

- Knowledge of web-based advertising and sourcing as well as print media etc.
- Knowledge of relevant HR legislations.
- Good knowledge of EEO principles and practices would be advantageous.
- Ability to use Recruitment Management Systems and databases.

### **SELECTION CRITERIA - Education & Experience:**

Essential:

- A University degree in a relevant discipline with subsequent relevant experience, and/or an equivalent combination of relevant experience and/or training/education
- Good understanding of human resources issues including human resources policy and industrial relations.
- Demonstrated experience in a client service environment.

Desirable:

- Possess experience in human resources, ideally with a focus on recruitment and selection.
- Ability in employing various selection and interview techniques, including competency and behavioural based interviewing questions.

### **Personal Attributes:**

Essential:

- Demonstrated initiative and confidence dealing with clients at all levels.
- Strong interpersonal and communication (verbal and written) skills.
- Ability to organise competing priorities by scheduling and prioritising work.
- Ability to work to firm deadlines.
- Strong attention to details.
- Flexible and responsive to change.
- Excited about challenges of driving change through new recruitment strategies and initiatives.

### **Organisational Chart:**

Please attach an up to date organisational chart to this position description.

### **Approval:**

Approved by Head of Unit: Adeline Ong

Date: 9 May 2013

Approved by Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_