Position Description – Recruitment Officer
Updated 2 November 2022

POSITION DETAILS

<table>
<thead>
<tr>
<th>College/Portfolio</th>
<th>Corporate Services</th>
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<tbody>
<tr>
<td>Organisational Unit</td>
<td>People and Culture</td>
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<tr>
<td>Supervisor (Title)</td>
<td>Recruitment Advisor</td>
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<tr>
<td>Classification</td>
<td>Higher Education Officer Level 5</td>
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<td>Employment Type</td>
<td>Continuing, Full Time</td>
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POSITION SUMMARY

Under general direction and working as part of the Recruitment Team, the Recruitment Officer is responsible for providing administrative support to the University recruitment, working collaboratively with the Recruitment Advisor and Recruitment Lead within the Recruitment Team, the Employment Services Team as well as the wider People and Culture Teams.

UNIVERSITY EXPECTATIONS AND VALUES

All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University’s code of conduct and are expected to:

- demonstrate commitment to the University’s values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred;
- contribute to the efficient and effective functioning of the team or work unit to meet the University’s objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one’s supervisor;
- promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University’s Work Health and Safety, Injury Management and Equal Opportunity policies.

A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.

An up to date COVID-19 vaccination may be required as a condition of employment, in accordance with the Flinders University COVID-19 Vaccination Policy (2022). If required, any offer of employment will be subject to the successful candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption, where relevant.
**KEY POSITION RESPONSIBILITIES**

The Recruitment Officer is responsible for:

- Undertaking administrative tasks in relation to the employment, advertising, and recruitment process.
- Administering the recruitment process within the HRM system, including (but not limited to) advertising, receiving applications, and progressing candidates to contract issuance.
- Initiating employment related screening checks e.g. National Police Clearance, Working with Children Checks.
- Maintaining casual/professional registers and database.
- Triaging and responding to HRM related queries received from Hiring Managers and candidates as appropriate.
- Liaising with members of the wider People & Culture team and other stakeholders within the University.
- Supporting the Recruitment Advisors and Recruitment Lead with recruitment and business improvement projects as required.
- Providing assistance to the Employment Services Team as required.
- Any other responsibilities in line with the level of the role as assigned by the Supervisor and / or the University.

**KEY POSITION CAPABILITIES**

- Relevant tertiary qualification, or equivalent combination of experience and/or education and/or training.
- Experience in an HR/Recruitment support or customer service based role with demonstrated ability to work effectively in a high volume / fast paced environment.
- Effective to well-developed interpersonal skills with demonstrated ability to liaise effectively with a wide range of stakeholders.
- Effective to well-developed written and oral communication skills with good attention to detail.
- Effective to well-developed organisational and time management skills with demonstrated ability to prioritise work, meet deadlines and use initiative.
- Demonstrated growth mindset and a resilient and adaptable approach to working within a complex environment.
- Commitment to the delivery of high-level service, outcomes, and customer satisfaction.
- Demonstrated understanding of, and a commitment to, the requirements of confidentiality within a professional work team.
- Experience in the Higher Education Sector (desirable).
- Exposure to or a demonstrated understanding of P&C administrative and recruitment processes (desirable).