

# Recruitment Administrator (Casual)

## HEP Level 5

<b>POSITION NUMBER</b>	950895
<b>ORGANISATIONAL UNIT</b>	People and Culture
<b>POSITION REPORTS TO</b>	Senior Talent Partner
<b>OVERALL PURPOSE</b>	<p>The Recruitment Administrator provides high-quality administrative support and coordination across the end-to-end recruitment lifecycle and onboarding activities. Working closely with Talent Acquisition Advisors, hiring managers and candidates, the role ensures recruitment outcomes are delivered efficiently and professionally!</p> <p>The role is responsible for end-to-end recruitment of our Casual portfolio and managing the end-to-end onboarding process. Providing next level customer service goes without saying.</p>
<b>ORGANISATIONAL CONTEXT AND RELATIONSHIPS</b>	<p><b>Within the University the position:</b></p> <ul style="list-style-type: none"> <li>◆ works closely with the P&amp;C Senior Leadership Team and Deputy Vice Chancellors' (DVC) Leadership Teams</li> <li>◆ works with specific client group Portfolios specific client group Portfolios</li> <li>◆ works with all other People &amp; Culture teams and subject matter experts across the University as required</li> </ul> <p><b>Outside the University the position liaises with:</b></p> <ul style="list-style-type: none"> <li>◆ strategic partners and providers</li> <li>◆ Regulatory bodies</li> </ul>
<b>LOCATION/CAMPUS</b>	The position is currently located at our Footscray Campus and may be required to work out of other campuses as necessary. The position and incumbent may be relocated to any other existing or future University work locations where it conducts its operations.

### KEY CAPABILITIES

Victoria University (VU) is committed to developing the capabilities of our staff to:

**Deliver** – Excellence Results-driven, accountability, problem solving focus.

**Engage** – Customer service mind-set internally, externally and particularly for students.

**Collaborate and Partner** – Build successful relationships, communicate effectively, influence and negotiate.

**Innovate** – Entrepreneurship, growth, continuous improvement, digital transformation.

**Lead** – Inspire direction, lead change, manage and develop people.

## OUR ORGANISATION

Victoria University (VU) is a dual sector (higher education and TAFE) tertiary institution based in Melbourne, Australia. VU has academic colleges, each covering a broad discipline of study, and several research institutes and research centres. The University has campuses in Melbourne's CBD and western region, and international campuses in Sydney and Brisbane. It also offers courses at partner institutions throughout Asia. Almost 43,000 students, including around 14,000 international students, study VU courses worldwide. In 2016, VU celebrated its 25th anniversary as a university, which also marked its 100 years as an educational institution.

### **Commitment to Protecting Country:**

Victoria University honours its deep diversity as a foundation for collaboration and social progress. We will demonstrate sensitivity in respecting First Nation perspectives. We will ensure that we respect our Indigenous voices and commit to sustainable Protecting Country. We will take leadership responsibility, in all that we do, to improve the health and wellbeing of our local and global communities, and the planet that we share.

### **Commitment to Diversity and Inclusion at VU:**

Victoria University believes that diversity of the workforce adds value to the University and creates a stronger, richer working environment for everyone. We are committed to making reasonable adjustments to ensure that our employees have positive, barrier-free work environments that accommodate their access needs. Employees who require adjustments are encouraged to discuss their needs with their line manager

## ORGANISATIONAL UNIT

The People and Culture Portfolio provides integrated human resources advice and support across all areas of the University. Working closely with our clients, we deliver strategically-aligned workforce solutions in areas including change management, diversity and inclusion, organisational development, health and safety, industrial and employee relations, remuneration and benefits, and recruitment. We also plan, design, communicate and monitor the University's Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable the University to deliver on its strategic agenda.

## MAJOR TASKS AND ACCOUNTABILITIES

- ◆ Coordinate activities associated with end-to-end recruitment process.
- ◆ Ensure recruitment records are accurate, complete and maintained in accordance with University requirements.
- ◆ Act as a primary point of contact for candidates and hiring managers throughout the recruitment process – providing timely, professional and courteous communication.
- ◆ Own the onboarding process and pre-commencement candidate follow up
- ◆ Triage HR Service Requests
- ◆ Support a positive candidate experience by ensuring transparency, responsiveness and professionalism.

- ◆ Respond to recruitment enquiries and escalate complex matters where appropriate.
- ◆ Maintain recruitment data within Oracle HCM and other relevant systems.
- ◆ Generate recruitment and onboarding reports and provide administrative support for workforce and recruitment metrics.
- ◆ Identify issues and contribute to continuous improvement initiatives.
- ◆ Maintain confidentiality and handle sensitive information appropriately.
- ◆ Provide ad-hoc administrative support to the Talent Acquisition team.

## **KEY SELECTION CRITERIA**

1. Demonstrated experience providing high-volume administrative support within a recruitment, HR or customer-focused environment.
2. Well-developed organisational skills with the ability to manage multiple priorities and meet competing deadlines.
3. Strong attention to detail and commitment to maintaining accurate records and documentation.
4. Excellent written and verbal communication skills, including the ability to provide professional customer service to diverse stakeholders.
5. Demonstrated understanding of confidentiality and handling sensitive information appropriately.
6. Knowledge of contemporary recruitment practices and employment legislation.