# Position Details

## Administrative Services- CSOF4

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| The following information is for applicants |
| Advertised Job Title | Talent Acquisition Project Partner |
| Job Reference | 91505 |
| Tenure | Specified Term of 2 years Full-time |
| Salary Range | AU$89,680 - AU$101,459 per annum (pro-rata for part-time)plus up to 15.4% superannuation |
| Location(s) | Negotiable |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | Talent Acquisition Partner – Projects |
| Client Focus – Internal | 100% |
| Client Focus – External | 0% |
| Number of Direct Reports | 0 |
| Enquire about this job | Pam Reid via email at pam.reid@csiro.au or phone +61 3 62375692 |
| How to apply | Apply online at <https://jobs.csiro.au/> Internal applicants please apply via **Jobs Central**If you experience difficulties when applying, please email careers.online@csiro.au or call 1300 984 220. |

**Acknowledgement of Country**

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the areas that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our [vision towards reconciliation](https://www.csiro.au/en/about/Indigenous-engagement/Reconciliation-Action-Plan).

### Role Overview

## The role of Administrative staff in CSIRO is to provide administrative and management services to support the effective provision of research and development activities. This involves the development and implementation and/or administration of policies, systems and procedures that assist the Organisation and the Business Unit to achieve their objectives and meet Government and regulatory responsibilities.

The Talent Acquisition Project Partner (TAP) will work collaboratively across business units, providing consultative and supportive subject matter expert advice to Hiring Managers and business stakeholders to guide best practice recruitment approach and delivery. They will join the Talent Acquisition Projects team who manage volume recruitment campaigns, with a specific focus on CSIRO Early Research Career (CERC) Postdoctoral and Engineering Fellowships, Undergraduate Vacation Studentships and Postgraduate scholarships.

In addition, the role will take on a proactive approach in understanding relevant talent opportunities in depth. This will include attending and contributing to regular Business Unit and People/Talent meetings on relevant recruitment metrics and external market data/trends, market trends by discipline and future talent market activity for consideration.

### Duties and Key Result Areas

* End-to-end recruitment of volume recruitment campaigns throughout the year with specific focus on postdoctoral fellowships and Undergraduate Vacation Studentship intakes from sourcing strategy to onboarding activities.
* Deliver progress presentations to business units, recruitment process information sessions to Hiring Managers and regular updates and information to internal stakeholders.
* Partner with hiring managers to create a recruitment strategy that delivers solutions in line with business and organisational strategy.
* Collaborating with business leaders and campaign coordinators to understand current and future talent needs, develop sourcing strategies, building a strong pipeline of talent from multiple sources e.g. LinkedIn, talent pools and specialist agencies.
* Provide operational assistance to Administration Specialists to build skill capability and industry knowledge, providing suitable information and direction to complete administration support tasks.
* Provide ongoing support to hiring managers in equipping them with skills to apply best practice interview and selection techniques.
* Collaborate with the Talent Services team to ensure a seamless, high touch and efficient onboarding experience and candidate communications.
* Assist in coordinating and participating in selection panels, post interview procedures and finalising candidate summaries.
* Maintain Success Factors with real time updates relating to individual candidate profiles, with full compliance to administrative systems, processes and policies, to ensure that all information is accurate, stored correctly and accessible by authorised team members.
* Attend team meetings and extended Talent meetings to keep knowledge up to date and to contribute information, knowledge and ideas for continual process improvement.
* Understand KPIs and seek support and information to meet minimum targets.
* Participate in online and in person recruitment forums and events to promote CSIRO employment profile to candidates and the talent acquisition community.
* Collaborate with all members of the talent acquisition team to support strategic initiatives, providing time, skills and effort to projects, ad hoc work assignments and other business demands as directed by talent acquisition senior managers and executive.
* Establish networks with other professionals in their field to ensure that the service provided continues to add value.
* Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work collaboratively as part of a multi-disciplinary, regionally dispersed team to carry out tasks in support of CSIRO’s scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Values, Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## **Selection Criteria**

#### Essential

*Under CSIRO policy only those who meet all essential criteria can be appointed.*

1. Experience as a talent acquisition business partner in either an in-house environment or within outsourced or agency models.
2. Demonstrated skills in a variety of candidate attraction channels with a focus on diversity and niche skill requirements.
3. Collaborative approach to talent acquisition with specific focus on stakeholder and candidate management, communication, business requirements and budget constraints.
4. High level attention to detail and the ability to manage multiple streams of work.
5. High level oral and written communication and consulting skills, specifically in building and maintaining effective, collaborative working relationships across all levels of the organisation and with external stakeholders.
6. Highly developed organisational skills, with the ability to manage a diverse range of conflicting priorities and coordinate high volume recruitment activities.
7. Demonstrated and proactive, solutions focused approach to managing individual and team contribution, with specific emphasis on alignment with CSIRO Talent guiding principles of being visible, easy to do business with, accountable, curious and collaborative.

#### Desirable

1. Qualification in Human Resources, Business or relevant similar discipline.
2. Experience in high volume recruitment in a campus, student or assessment recruitment environment.
3. Certification or experience in sourcing channel strategies and market mapping.

## **Required Competencies**

* **Teamwork and Collaboration:** Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.
* **Influence and Communication:** Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others’ reactions.
* **Resource Management/Leadership:** Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.
* **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
* **Independence:** Recognises and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **Adaptability:**Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

Special Requirements

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements.

* The successful candidate will be asked to obtain and provide evidence of a National Police Clearance or equivalent. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) for more information.

CSIRO is a values-based organisation.  In your application and at interview you will need to demonstrate behaviours aligned to our values of:

* People First
* Further Together
* Making it Real
* Trusted